

# Dominic Ramirez

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## Summary

Looking to enter the dental healthcare industry to secure an entry-level position as dental assistant with an emerging organization to devote my knowledge and skills to care for patients.

## Experience

2020 – Present

Personal Shopper | Walmart | Brownsburg, Indiana

- Helping customers make the best possible purchases by providing advice, guidance, and excellent customer service
- Processing orders placed by online shoppers
- Advising customers on substitutes for unavailable or discontinued products

2020 – 2021

Barista | Starbucks | Brownsburg, Indiana

- Memorize drink orders and preferences for regular customers to build rapport and increase brand loyalty
- Prepare and serve customers food and beverages
- Greet and serve customers daily, providing prompt, personalized, and friendly service in a fast-paced environment

2019 – 2020

Cashier | McDonalds | Brownsburg, Indiana

- Handle all cash and credit card transactions
- Greet and serve customers daily, providing prompt, personalized, and friendly service in a fast-paced environment

# Education

## Vincennes University

### *Dental Assisting*

February 7, 2022 to June 9, 2022

Limited Dental Radiographer Licensed by the Indiana State Department of Health (Pending)

Dental Assisting National Board (DANB) Radiology Health and Safety Examination (Pending)

- Clinical and administrative instruction on dental office, legal aspects of dentistry and dental assisting,
- Knowledgeable about state dental practices policies and guidelines,
- Foundational understanding of oral anatomy, dental procedures, dental equipment, operation, and maintenance; tooth structure-primary and permanent teeth, oral cavity and related structures,
- Skills in proper patient positioning, dental hand-pieces, and dental burns, dental anesthesia, maintaining sterility and asepsis, and observations in local dental office.

## MSD of Wayne Township- Indianapolis, IN

High School Equivalency

### **Soft Skills:**

- Effective Communication
- Professionalism
- Promoting Team Work and Collaboration
- Thinking Critically and Solving Problems

WIN Career Readiness – Essential Soft Skills Certification

2022

### **Industry Skills:**

- |             |                            |      |
|-------------|----------------------------|------|
| • CPR       | American Heart Association | 2022 |
| • First Aid | American Heart Association | 2022 |

References available upon request.