

Kaley Manuel

Indianapolis, IN 46241 

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Ambitious, career focused job seeker, anxious to obtain an entry-level dental assistant position to help launch a career while achieving company goals.

Experience

APRIL 2021 – JULY 2021

Waitress / Twin Peaks, Indianapolis, Indiana

I am responsible for greeting all my tables that come through the door. I work as a team to get customers food out promptly. I have to be an active listener and communicator, in order for everything to run smoothly for the entire staff. I listen to customers' needs and complaints in a fast - paced environment.

JANUARY 2019 – JULY 2020

Home Improvement Specialist / Apex Contracting, Indianapolis, Indiana

I am responsible for greeting all customers that come through the door. I have to be an active listener and communicator, used coordination and planning skills to achieve results according to schedule.

JANUARY 2018 – JANUARY 2019

Waitress / MCL Cafeteria, Indianapolis, Indiana

I am responsible for greeting all customers that come through the door. I assisted with food preparation, line service, refill drinks, and provided any additional customer needs.

MARCH 2014 – JUNE 2017

Deli Clerk / Walmart, Indianapolis, Indiana

Provide outstanding customer service. I slice meats and cheeses, and prepare deli trays for standing orders and special events.

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,

