

# Jessica Kale

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Having been in the field of Dentistry for 14 years, I thoroughly enjoy what I do. I am searching for a full time long term position as an EDDA, ready to start asap. As you can see by my resume, my professional skills are extensive and ready to be put to the test for anyone willing to give me a chance. I am a kind, caring, hardworking, friendly team player. Being a mother I have genuine compassion for my patients who always come first and multi-tasking and organization have become second nature to me.

## WORK EXPERIENCE

### **Front & Back Office Assistant**

Smile Spa - Westminster, CO - 2011 to 2013

Aided the Doctor (single doctor, private practice) in running his office, which included all front office duties combined with all back office duties, which increased over time with my advance in skills. This position held a wide range of responsibilities.

### **EDDA**

All About Kids Dental - Lakewood, CO - 2008 to 2011

All EDDA skills utilized, digital x-rays and charting, SSC Placement, sealants, amalgam and composite restorations, Four Handed Dentistry, placement of spacers & thumb-sucking appliances, all types of impressions. Extensive experience working with children ages 1 to 18.

### **EDDA**

Barotz Dental - Denver, CO - 2007 to 2008

All EDDA skills utilized, digital x-rays, charting and photos. Area of focus was cosmetic, full mouth restoration. Sedation Dentistry done daily for every procedure from fillings to sinus lifts.

Jessica Giron

### **EDDA**

Perfect Teeth - Arvada, CO - 2003 to 2007

Assisting one of the 4 Doctors was on duty. Lab-work, supply ordering, prescriptions, and light front office duties. Completed case presentations.

## EDUCATION

C.U. School of Dentistry - Denver, CO  
2004

### **Education**

Pima Medical Institute - Westminster, CO  
2002

## SKILLS

General, Pediatric, Surgical, Endodontic, Periodontic and Sedation Dentistry experience -Crown & bridge- impress/deliver- Amalgam & Resin restoration placement- Intra Oral Camera- Bleach trays- Night guards- SS Crowns- Invisalign experienced- Custom trays- Denture/Partial- Spacers, Gropers, Sealants- X-ray digital- Sterilization- Charting- Lab & Medication scripts- Patient Education- Front office skills, Scheduling, file insurance claims, treatment plan presentation- Familiar with Dentrrix, Eaglesoft, Softdent, Dental Vision, Patterson Software

## CERTIFICATIONS

### **OSHA**

Received certification from Pima Medical Institute 2002

### **X-Ray**

Received Certification from Pima Medical Institute 2002

### **CPR**

### **Invisalign**

2008

Continued Education Course Completed