

Katie Hubbard

Energetic Self-Starter

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A position that will allow my growth as a productive team player.

WORK EXPERIENCE

Personal Assistant

Jordan Bopes - Princeton, IL - June 2012 to February 2013

Assisting in day to day activities such as bathing, dressing, etc.
Preparing delicious and healthy meals.
Running daily errands such as grocery shopping.
Ensuring integrity and respect for my employer

Customer Service

Wal-Mart Distribution Center - Spring Valley, IL - October 2009 to May 2012

Unloading Trailers.
Maintaining clean work environment.
Operating fork-lift and other heavy machinery.
Ability to maintain excellent quality and case count.

Customer Service

Noodles N Company - Lake in the Hills, IL - October 2008 to September 2009

Preparing food dishes in a timely manner.
Taking orders.
Cleaning and stocking store.
Ensuring customer satisfaction.

Dental/Orthodontic Assistant

Alliance Dental Group - Oglesby, IL - August 2007 to September 2008

Scheduling patient's appointments.
Explaining proper care and special instructions to patient/parent.
Assisting Dentist in all procedures. (Extractions, root canals, fillings, crowns, bridges, etc).
Assisting Dentist in oral/iv sedation (Surgical extractions).
Orthodontic records. (Taking impressions, jaw-tracker, breathing-tests, photos, pan, ceph, frontal ceph, open transcranial, closed transcranial, and FMX).
Untying and retying individual ties/changing wires.
Assisting in bandings and de-banding.
Sterilization and Lab duties. (Denture re-lines, fabricating retainers, bite-plates, splints, etc).
Tray set-up and take-down.

Orthodontic Assistant

Algonquin Orthodontics - Lake in the Hills, IL - February 2006 to July 2007

Scheduling patient's appointments.
Explaining proper care and special instructions to patient/parent.

Assisting orthodontist in bandings and de-bands.
Orthodontic records. (Taking impressions, photos, pan, and ceph).
Untying and retying.
Sterilization and lab duties. (Pouring study models, trimming models, writing lab slips, etc).
Tray set-up and take-down.

Customer Service Coordinator

TJ Maxx - Crystal Lake, IL - June 2004 to January 2005

Ensuring customer satisfaction.
In charge of all returns.
Opening and closing registers.
Training new associates on registers.
Scheduling lunches and breaks for associates.
Handling any customer complaints.

Front End Supervisor

Michaels Craft Store - McHenry, IL - August 2002 to May 2004

Responsibilities.
Customer service.
In charge of all customer complaints.
Trained associates on registers.
Scheduled associate breaks.

Dental Assistant

Marengo Family - McHenry, IL - August 2000 to June 2002

Scheduling Patient appointments.
Explaining proper care and special instructions to patient/parent.
Assisting dentist in all procedures. (Extractions, root canals, fillings, crowns, etc).
Sterilization and lab duties. (Pouring models, fabricating bleaching trays, writing lab slips, etc).
Inventory and ordering supplies.

EDUCATION

University of Illinois - Chicago, IL
2007 to 2007

First Institute - Crystal Lake, IL
2002 to 2003

Christian Liberty Academy - Arlington Heights, IL
1998 to 2001