

# Keisa McDuffie

Elkhart, IN

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574-226-4990

I have a total of 20 years in customer service. I am hardworking and have great teamwork abilities. I am always willing to go the extra distance for my clients and employer.

Authorized to work in the US for any employer

## Work Experience

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### **Expanded Functions Dental Assistant**

Heart city house center - Elkhart, IN

May 2017 to Present

- Placement of filling
- Placement of Sealants
- Constructing temporary crowns and Bridge
- Assisting With oral surgery
- Explaining and presenting Treatment
- Replenishing inventory
- Scheduling appointments

### **Expanded dental assistant**

The Dental Center Mishawaka - Mishawaka, IN

March 2016 to May 2017

- . Placement of fillings
- . Placement of Fisher and pit sealant
- . Assist with endodontic procedures
- . Placement and construction of temporary crowns and bridges.
- . Assistant surgical procedures.
- . Usher that patient is knowledgeable and comfortable with procedures being performed.

### **Expand Dental Assistant**

Koolsmiles Dentistry - Elkhart, IN

July 2011 to March 2016

Review medical history and explain procedures

- Dietary counseling relative to dentistry
- Placement and removal of rubber dams and matrix bands
- Apply pit and fissure sealants
- Taking impressions
- Monitoring Nitrous oxide/oxygen
- Placement of amalgam and composite filling
- Surgical assisting
- Switchboard
- Scheduling

- Data entry

## Education

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### **Associate in Criminal Justice**

Indiana Tech University - Elkhart, IN  
September 2014 to May 2017

### **High School Diploma in Education**

Century Secondary - Windsor, ON

### **Certificate of Completion in dental assistant**

Ross Medical Center - Granger, IN

## Skills

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Dentrix, Eaglesoft, Dental Assistant, sterilization

## Certifications/Licenses

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### **Coronal polishing**

### **Fluoride application**

### **X-ray**

### **Certified Dental Assistant**

### **Dental Radiology**

### **Registered Dental Assistant**

## Additional Information

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I have over 20 years of experience as a customer service representative and a billing clerk; as well as administrative work. I am hardworking, dependable, and a team player.

### Computer Skills

- Email Software (Outlook, Thunderbird, etc)
- Internet Browser (Internet Explorer, Fire fox, etc)
- Peripheral Devices (Scanners, Printers, etc)
- Personal Computers
- Presentation Software (PowerPoint, Flash, etc)
- Dentrix and Patterson Software
- Spreadsheet Software (Calc, Excel, etc)
- Word Processing Software (Word, WordPerfect, etc)

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Indiana  
Endorsement - P - Passenger