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# Jane Smith

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Address Line 1  
Address Line 2  
Crawcrook  
Newcastle upon Tyne, Post Code.

Telephone: 07739123456.

## DENTAL NURSE

Possessing a genuine interest in the welfare of patients, with a positive and flexible approach to work, a high level of dexterity, a friendly and sympathetic nature, calm confident and reassuring manner. Also able to relate well to a wide range of people including children and people with special needs. Good organizational, administrative skills and team working skills gained working in the MoD (Army). Used to working work outside normal working hours to accommodate patients' needs.

## PROFESSIONAL DEVELOPMENT

**NVQ 3** Dental Nursing May 2004  
Various Courses: Health and Safety, First Aid, Leadership, Diversity.

## PROFESSIONAL EXPERIENCE AND SIGNIFICANT ACHIEVEMENTS

### DENTAL NURSING

**2001 - Present**

Qualified Dental Nurse, Army (2004-Present).

Trainee to Qualified Dental Nurse, Newcastle upon Tyne (2001-04)

- Providing assistance to dentists and other dental care professionals, throughout a patient's visit. As a community dental nurse, travelling and visiting patients around the York region.
- Generally preparing and tidying the surgery. Maintaining sterile conditions within the surgery and make sure health and safety policy is adhered to.
- Sterilising instruments.
- Passing relevant instruments to the dentist, therapist or hygienist.
- Helping dentists record information about each patient and carry out stock control.
- Working on reception particularly at busy times - dealing with the administration of the practice, booking appointments, taking payment for treatment, greeting and reassuring patients.
- Preparing materials, for example, to make fillings.
- Making sure the patient is relaxed and comfortable at all times.
- Monitoring patients' welfare when the dentist is using general anaesthesia during treatment.

### BAR STAFF

**Aug 06 - Present**

Company A

## PERSONAL

*Interests and Pastimes:* Horse riding, Swimming, Keep fit  
*Mobility:* Full clean driving license.  
*Born:* 1984.  
*References available on request.*