Ashley Brennan

CERTIFIED DENTAL ASSISTANT

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SUMMARY

DANB Certified Dental Assistant with 6 years in dental offices, 4 of them chairside, now at a 5-dentist Indianapolis group practice. Handles patient care from seating to post-op instructions, takes dental radiography and keeps Eaglesoft charts current with accurate data entry. Comfortable multitasking across 2 doctors' columns and explaining dental terminology with patient-friendly customer service.

SKILLS

Other Skills: Patient Care, Chairside Assisting, Dental Radiography, Infection Control, Eaglesoft, Data Entry, Dental Terminology, HIPAA, Customer Service, Multitasking

EXPERIENCE

Certified Dental Assistant
04/2024 - Present

Meridian Park Dental Group
Indianapolis, IN

Group practice with 5 dentists, 14 operatories and about 110 patients a day.

- Run chairside assisting for **2** doctors' columns on crown, root canal and implant days, about 18 patients between them.
- Capture digital radiographs for 40+ patients a week, including panoramic and CBCT scans for implant planning.
- Check infection control in 14 operatories each month; the practice has passed 3 straight OSHA reviews without a finding.
- Document treatment notes and lab orders in Eaglesoft chairside, holding data entry accuracy at 99% in quarterly chart audits.

Dental Assistant
07/2022 - 03/2024

Fall Creek Family Dentistry
Fishers, IN

Family practice with 2 dentists and 5 operatories.

- Prepared 12 patients a day for treatment, recording vital signs and medical histories before each exam.
- Sterilized and packaged instruments for 5 operatories, with no failed weekly spore test in 20 months.
- Explained treatment plans and home care in plain language, patient care that held online ratings at 4.9 stars.
- Sent X-rays and referrals to 6 specialist offices under HIPAA rules, cutting referral wait times by about 3 days.

Front Desk Coordinator (Part-Time)
08/2020 - 06/2022

Castleton Dental Care
Indianapolis, IN

Part-time front desk role at a 2-dentist office while in dental assisting school.

- Checked in 45 patients a day and entered insurance and medical history updates into Eaglesoft.
- Confirmed next-day appointments by phone and text, lowering the no-show rate from 10% to 6% in a year.
- Resolved billing and insurance questions at the desk, with patient survey scores above 95% for courtesy.

EDUCATION

Certificate
05/2022

Ivy Tech Community College
Indianapolis, IN

Dental Assisting

CERTIFICATES

Certified Dental Assistant (CDA)

Dental Assisting National Board (DANB)

09/2023

BLS for Healthcare Providers

American Heart Association

01/2026