JESSICA ALVAREZ

HYGIENE ASSISTANT

CONTACT

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Orlando, FL

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SKILLS

- Periodontal Charting
- Dental Radiography
- Coronal Polishing
- Vital Signs
- Sterilization
- Infection Control
- Dentrix
- HIPAA Compliance
- Customer Service
- Multitasking

EDUCATION

Certificate 12/2024

Orange Technical College

Orlando, FL

Dental Assisting

SUMMARY

Hygiene assistant with 2 years in dental offices, now keeping 3 hygiene chairs on schedule at a busy Orlando family practice. Takes vital signs and dental radiography, records periodontal charting as hygienists call it, and turns rooms with strict sterilization and infection control. Florida radiography and coronal polishing certified, bilingual in Spanish, with friendly customer service.

EXPERIENCE

Hygiene Assistant

02/2025 - Present

Lake Nona Family Dental — Orlando, FL

Family practice with 4 dentists, 3 hygienists and about 30 hygiene visits a day.

- Manage room turnover for **3** hygiene chairs, about 30 visits a day, so each hygienist starts on time.
- Record vital signs and medical history updates, then capture bitewings and full-mouth X-ray series as ordered.
- Chart periodontal readings in Dentrix as hygienists call them, saving each hygienist about 5 minutes per perio visit.
- Perform coronal polishing and fluoride varnish for about 40 child recall patients a week under hygienist supervision.

Dental Office Assistant (Part-Time)

03/2024 - 01/2025

Winter Park Smiles — Winter Park, FL

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

- Sterilized, bagged and tracked instruments for 6 operatories, with weekly spore tests passing every time over 10 months.
- Checked in 40+ patients a shift in English or Spanish, collecting forms and copays with friendly customer service.
- Scanned insurance cards and records under HIPAA compliance rules, about 200 files a month.
- Covered the front desk and sterilization together about twice a week, multitasking without delaying a patient.

CERTIFICATES

Dental Radiography Certification 12/2024

Florida Board of Dentistry

Coronal Polishing Certification 12/2024

Florida Board of Dentistry approved course

BLS for Healthcare Providers 11/2024

American Heart Association