

Monica Sullivan

Lead Dental Assistant

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SUMMARY

Lead dental assistant with 9 years in general and cosmetic dentistry, now leading 7 assistants across 12 operatories in Seattle. Trains new hires, owns OSHA compliance and infection control, and runs supply ordering under a \$14,000 monthly budget. Still works chairside 3 days a week and brings strong customer service and organizational skills to a 5-dentist schedule.

EXPERIENCE

Lead Dental Assistant

03/2022 - Present

Puget Sound Dental Partners

Seattle, WA

Multi-dentist practice with 5 dentists, 12 operatories and about 120 patients a day.

- Lead a team of **7** dental assistants, building daily room assignments and covering call-outs so no column runs short.
- Design staff training for new hires, bringing assistants to full chairside speed in 6 weeks instead of 10.
- Oversee OSHA compliance and HIPAA training for 22 staff; the practice passed 2 state safety reviews without a citation.
- Cut supply costs 11% by moving inventory management to weekly counts and set par levels for all 12 operatories.

Registered Dental Assistant

05/2019 - 02/2022

Lake Union Family Dentistry

Seattle, WA

Family and cosmetic practice with 3 dentists and 8 operatories.

- Provided chairside assisting for 3 dentists across crowns, implants and root canals, about 14 patients a day.
- Exposed full-mouth dental radiography series and panoramic images for 60+ patients a week.
- Trained 5 new assistants on sterilization and room setup, then took over the infection control log in 2020.
- Reduced lab remakes by 30% by checking every impression and shade note before cases left the office.

Dental Assistant

05/2017 - 04/2019

Ballard Dental Studio

Seattle, WA

General practice with 2 dentists and 4 operatories.

- Charted procedures in Dentrax and answered patient questions with friendly customer service, earning 40+ five-star reviews by name.
- Sterilized instruments and turned over 4 operatories between patients in under 8 minutes.
- Recorded vital signs and medical histories for about 12 patients a day before each exam.

SKILLS

- Chairside Assisting
- Staff Training
- OSHA Compliance
- Infection Control
- HIPAA
- Inventory Management
- Dental Radiography
- Dentrax
- Customer Service
- Organizational Skills

EDUCATION

Certificate

Renton Technical College

Dental Assisting

Renton, WA

04/2017

CERTIFICATES

Certified Dental Assistant (CDA)

Dental Assisting National Board (DANB)

06/2019

Registered Dental Assistant

Washington State Department of Health

05/2017

BLS for Healthcare Providers

American Heart Association

03/2026