

Destiny Coleman

Orthodontic Assistant

Charlotte, NC • (704) 555-0159 • destiny.coleman@email.com
linkedin.com/in/destinycoleman

SUMMARY

Orthodontic assistant with 8 years in dental offices, the last 4 in a 2-orthodontist Charlotte practice that sees up to 90 patients a day. Handles archwire changes, bracket bonding prep, clear aligner attachments and intraoral scanning, and gives families clear patient education on elastics. Known for attention to detail, customer service and tight infection control.

EDUCATION

Diploma

Central Piedmont Community College
Dental Assisting

06/2020
Charlotte, NC

EXPERIENCE

Orthodontic Assistant

Queen City Orthodontics

05/2022 - Present
Charlotte, NC

Open-bay orthodontic practice with 2 orthodontists, 12 chairs and 4,500 active patients.

- Complete **25-30** adjustment visits a day, including archwire changes, ligature ties and elastic checks.
- Handle tooth prep for bracket bonding and seat clear aligner attachments for about 40 new starts a month.
- Capture intraoral scanning files and photos and file them in Dolphin Management, cutting retainer remakes by 30%.
- Coach patients on brushing around brackets and wearing elastics, helping reduce broken-bracket emergency visits by about 20%.

Dental Assistant

Matthews Family Dentistry

08/2020 - 04/2022
Matthews, NC

General practice with 2 dentists and 5 operatories.

- Poured and trimmed models from about 15 impressions a week for night guards, whitening trays and retainers.
- Sterilized instruments and reset 5 operatories between patients using the practice's infection control checklist.
- Booked 6-month recall visits at checkout, raising the recall rate from 61% to 74% in a year.
- Charted procedures and medical history updates for 12 patients a day, catching medication conflicts before treatment.

Patient Care Coordinator (Part-Time)

Ballantyne Pediatric Dentistry

06/2018 - 07/2020
Charlotte, NC

Part-time front desk role at a pediatric dental office while in school.

- Checked in 50+ children and parents a day, collecting insurance cards, medical forms and copays.
- Filled recall and sealant visits for about 120 patients a month, keeping the hygiene schedule 95% full.
- Guided first-time families through new-patient paperwork, cutting check-in time from 15 to 8 minutes.

SKILLS

Archwire Changes • Bracket Bonding • Clear Aligner Attachments • Intraoral Scanning • Impressions
Dolphin Management • Infection Control • Patient Education • Customer Service • Attention to Detail

CERTIFICATES

Certified Orthodontic Assistant (COA)

Dental Assisting National Board (DANB)
10/2023

BLS for Healthcare Providers

American Heart Association
03/2026