

**Les McCavity**

Green Bay, WI 54301

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**SUMMARY OF QUALIFICATIONS**

- Effective communication skills, both written and verbal; active and collaborative team player
- Thrives working under pressure; ensures accuracy and precision in work
- Model dental hygiene professional code of ethics
- Manage infection and hazard control
- Strong work ethic; adaptable and dependable
- Adapts effectively to different needs and techniques
- Works professionally with confidential, proprietary data and information while maintaining confidentiality
- Self-motivated; adheres to established policies, procedures, and practices

**EDUCATION**

**Northeast Wisconsin Technical College**, Green Bay, WI

*Dental Assistant, Technical Diploma*

December 2023

**RELATED EXPERIENCE**

**Dental Assistant**

January 2024 – Present

*Parkview Dental of Green Bay*, Green Bay, WI

- Performs daily operations of the clinic by providing excellent care and communication to patients
- Prepares, sterilizes, disinfects, and maintains dental equipment, instruments, and supplies
- Assists provider throughout exams including complex treatment, surgery, and all operatory-related care
- Completes charting of treatment information in the patients' dental notes from the doctor as directed
- Maintains compliance with state dental practice requirements

**Administrative Assistant**

September 2022 - December 2023

*Small Smiles Dental Center*, Green Bay, WI

- Answered incoming telephone calls, determined purpose of calls, and forwarded calls to appropriate personnel as needed, while conducting professional telephone etiquette
- Ensured patients correctly filled out paperwork and provided correct insurance information
- Scheduled patients for appointments and check ups
- Collected payments for services provided

**Team Member**

March 2021 – August 2022

*McDonald's*, Green Bay, WI

- Provided excellent customer service when taking orders in store and through the drive thru
- Accurately punched in orders and processed customer bills
- Performed cleaning duties, such as sweeping, mopping, wiping down equipment, and cleaning bathrooms
- Worked collaboratively with other team members to ensure customer satisfaction

**COMMUNITY INVOLVEMENT**

**Blood Drive Event Volunteer**

June 2023 – Present

*American Red Cross*, Green Bay, WI