

**Dental Assistant with 12 years of experience and multi-skilled in the field of dentistry dedicated at assisting the dentist with all phases of General Dentistry and Endodontics, and maintain high standards of patient care in primary healthcare programs and services.**

**As an Associate Dentist for more than 6 years of professional experience.**

**Dentistry National Licensure Examination Professional Regulatory Commission, Manila, Philippines  
License No: 0042423**

**Professional Registration ID Saudi Commission for Health Specialties, Kingdom of Saudi Arabia  
10-R-T-0333383 (2013 – 2016)**

**Health Authority-Abu Dhabi (HAAD) – GT19924  
(26/10/2016-26/10/2020)**

**With Teaching Experience as Instructor of Biology (Comparative Vertebrate Anatomy and General Anatomy for Non-Medical Courses)**

**High level of Computer proficiency with all relevant software (MS Excel, MS Word, MS Power Point).**

## **LEILANI BAUTISTA BONIFACIO**

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Baguio City 2600, Philippines  
Mobile No. +971556220893  
Landline No. +63 74 4468707  
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### **CAREER HIGHLIGHT**

#### **Dental Assistant**

##### **Al Ain Dental Center**

Corner of Shakboot bin Sultan and 3<sup>rd</sup> Streets,  
Al Jimi District, Al Ain, United Arab Emirates  
December 12, 2017 - Present

#### **Dental Assistant**

##### **Al Anis Dental Center**

Room 5 M2 Ayla Hotel  
Khalifa Bin Zayed, Al Awwal Street  
Al Mutaredh, Al Ain, United Arab Emirates  
July 4, 2016 – November 18, 2017

#### **Associate Dentist/General Dentistry**

##### **Dr. May Guevarra-Daludado Dental Clinic**

ROOM 211-A Lopez Building Session Road,  
2600 Baguio City, Philippines  
(November 2015 - July 2016)

#### **Dental Assistant 2**

##### **Dental Department - Primary Health Care Center**

##### **King Abdulaziz Hospital**

##### **Ministry of National Guard Health Affairs**

Al Ahsa, 31982 Kingdom of Saudi Arabia  
(July 6, 2006 – October 8, 2015)

#### **Job Description: (Dental Assistant)**

1. Provides the following treatments for adults and children in the hospital.
  - Prepare operatory (instruments sterilized and stored, room cleaned).
  - Prepare patients for dental care.
    - Prepare charts and x-rays for each patient visit in operatory.
  - Set-up for each procedure.
    - Provide instruments and materials during treatment, assisting dentist in “4-handed dentistry.”
  - Assists specialist in the operating room when required.

**EDUCATION:****Doctor of Dental  
Medicine**

Pines City Colleges, Baguio  
City 2600, Philippines)

**Preparatory Dentistry to  
Pre-Clinical Dentistry**

University of Baguio  
Baguio City 2600,  
Philippines

**Personal Data**

Birth Date: 23 July 1976

Gender: Female

Civil Status: Married

Height : 157 cm

- Take and process x-rays.
- Maintain dental equipment.
- Assists with dental laboratory procedures.
- Assists with clinical/clerical duties as required.
- Maintain instruments and stock levels of supplies in operatory.
  - Complete daily log of patients for statistical purposes.
  - Maintain clinic log register for the patients and procedures performed.
- Perform other duties as assigned and directed by dental supervisor.

**2. Education and research.**

- Participates in research as required.
- Assumes responsibility for own professional growth.

**3. Actively attending/participating in Departmental Continuous Medical Education [CME].****4. Hands on for the Quadramed computer works related to dental assisting.****5. Active participant of Annual Safety Awareness Week – MNGHA.*****Additional Duties and Responsibilities (As Acting Dental Assistant-In-Charge)***

1. Monitors and maintains the clinic by reporting and making a “work order” for any malfunction or problems of dental equipment such as dental unit, light curing unit, scaler unit, amalgamators, x-ray machine, ultrasonic washer, autoclaves, etc.
2. Orders and maintains inventories of dental clinic supply materials and instruments. Initiates and follow-ups Special Purchase Requisition (SPR) when necessary.
3. Collects and compiles the monthly statistics of each dentist, the total number of patient seen and the procedures done.
4. Supervises and delegates the dental assistants of their corresponding duties and responsibilities in the clinic. And also prepares the weekly clinic schedule for the dental assistants.

☒ **R.P. DIZON DENTAL CLINIC.** ( 2004 – 2006)

☒ **CARINO DENTAL CLINIC.** ( 2003 – 2004)

☒ **MAGNO DENTAL CLINIC.** ( 2001 – 2003)

(Philippines)

**Associate Dentist:****Job Description:**

- Diagnose and treat patients with oral diseases.
- Provide dentistry services such as cleaning, root canals, extractions, fillings, bridges, crowns, dentures and other oral services.
- Educate patients about oral hygiene and preventive dental care.
  - Use dental instruments safely and effectively to avoid accidents.
- Stay abreast with latest developments in dentistry field.
  - Examine patients, obtain medical history and develop treatment plan.
- Monitor patient progress and maintain treatment records.
  - Work with clinic staffs to provide quality patient care services.
- Address clinical issues promptly and accurately.
- Act as a back-up for other dentists in vacation.

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### Certificates

- **Basic Life Support for Healthcare Providers**  
SCHS CME Serial No. 667/2  
Kingdom of Saudi Arabia August 6, 2014 – June 2016
- **Basic Life Support Provider Course** / Integral Health Care Solutions, Abu Dhabi/  
November 13, 2016
- **Basic Medication Safety Course**  
SCHS CME Serial No. / Accreditation No. 22442 Kingdom of Saudi Arabia  
May 2016
- **Fire & Safety In-Service Training-** (Every 6 months renewal)  
Kingdom of Saudi Arabia
- **Infection Control Program In-Service** - (Every 6 months renewal)  
Kingdom of Saudi Arabia
- **Accu-check In-Service Training** – (Every 6 months renewal)  
Kingdom of Saudi Arabia

### Trainings/Seminars

- **Annual Pediatric Day Symposium**  
Board of Dental Examiners of the State of California, Provider #3325 Saudi Aramco  
Dental Services, Kingdom of Saudi Arabia / 06/19/2008
- **Sedation and Analgesia Course**  
SCHS CME Serial No. / Accreditation No.20688 / 2011 Kingdom of Saudi Arabia /  
10/06/2011
- **Protecting Patients from Chemicals and MSDS**  
SCHS CME Serial No. / Accreditation No. 27338 / 2012 Kingdom of Saudi Arabia /  
05/05/2012
- **JCI & HazMat, Safe Handling and Storage**  
Kingdom of Saudi Arabia / 11/20/2013
- **Radiation Protection Education Program: Basics of Radiation Protection in Hospitals  
(Radiation Practices)** / Dubai, United Arab Emirates / November 13-15, 2016 /  
Accreditation No. 0106/16 10 CPD Credit Points.
- **UAE International Dental Conference & Arab Dental Exhibition / AEEDC 2017** / Dubai  
United Arab Emirates / February 7-9, 2017
- **RADIATION SAFETY AND QUALITY IN MEDICAL IMAGING DEPARTMENT** / FATIMA  
COLLEGE OF HEALTH SCIENCES-AL AIN CAMPUS, ABU DHABI, UAE / April 27, 2018
- **Basic Life Support for Healthcare Provider Course** / Ambulatory Health Care Service  
Life Support Center, Al Ain, UAE / September 9, 2018

- **Contemporary Concepts in Dental Practice** / Abu Dhabi National Exhibition Center (ADNEC), Abu Dhabi, United Arab Emirates / October 20 & 21, 2018 / Department of Health – Abu Dhabi Accreditation ID : SIMS&TL/S/345035/2018 / Approved CME Hours : 14
- **10<sup>th</sup> Edition Dental Facial Cosmetic Conference & Exhibition** / InterContinental Hotel, Dubai Festival, Dubai, United Arab Emirates / November 9 & 10, 2018 / Accredited by Department of Health, Abu Dhabi 14.5 CME Hours Accr No: 1800/18