LEILANI ANGELES CANLAS

Ahmed Khair St. Khartoum, Sudan
Contact Number: +249990148895
Email address: lein_siam@yahoo.com
leilanicanlas9@gmail.com

Objective: To obtain a suitable position that will fit my qualifications and skills. And uplift my confidence, to meet your expectation to the best of my knowledge.

WORK EXPERIENCE:

DANDARA DENTAL IMPLANTOLOGY CENTER
DENTAL ASSISTANT
Ahmed Khair St. Khartoum, Sudan
Telephone Number: +249120823866
April 5, 2017- up to present

Duties and Responsibilities:

- Prepare patient for examination, took vital signs.
- Expose dental X-rays.
- Set up examination sets, prepare materials and assist the dentist during dental procedures.
- Sterilized and disinfect instruments.

POLICARPIO DENTAL CLINIC
DENTAL ASSISTANT
Valdez Bldg. Miranda extension, San Nicolas Angeles City, Philippines
September 2014- March 2017

Duties and Responsibilities:

- Prepare the patient for examination, took vital signs.
- Set up examination sets, prepare materials and assist the dentist during dental procedures.
- Sterilized and disinfect instruments.
- Compile and record dental card and other documents.
- Schedule and confirm patient's appointment.
- Prepare billing statement of patient's, letters and dental records.
- Make transaction with the suppliers.

CALLCOM Inc.
PROFESSIONAL INTERNET ADVERTISER (PIA)
Binifacio Road, Malabanias Angeles City Philippines
July 2010-January 2011

Duties and Responsibiliteis:

- Responsible for the advertisement of our client's websites. (Submit client's link to the world top search engines.)
- On and off page work for our clients web page.
- Do article writing and blogging for our client's.

S'NEXT PHILS.Inc.
PRODUCTION OPERATOR
#7071 Blue Diamond Bldg.
Clark Economic zone, Pampanga, Philippines
January 2010-July 2010 (End of Contract)

JLU DENTAL CLINIC
SECRETARY/DENTAL ASSISTANT
48 Rizal extension, Nepo Angeles City, Philippines
October 2005-December 2008

Duties and Responsibilities:

- Prepare the patient for examination, took vital signs.
- Set up examination sets, prepare materials and assist the dentist during dental procedures.
- Sterilized and disinfect instruments.
- Compile and record dental card and other documents.
- Schedule and confirm patient's appointment.
- Prepare billing statement of patient's, letters and dental records.
- Make transaction with the suppliers.

SMK Electronics (Phils.)
PRODUCTION OPERATOR
Clark Economic zone, Pampanga, Philippines
April 2005-September 2005 (End of Contract)

Nanox Philippines Inc.
PRODUCTION OPERATOR
Clark Economic zone, Pampanga, Philippines
August 2002-January 2003 (End of Contract)

EDUCATIONAL QUALIFICATIONS:

Vocational:

Health Care Services
Skill-Power Institute
Sto.Rosario st. Angeles City Philippines
2005-2006

Caregiver
Skill-Power Institute
Sto.Rosario st. Angeles City Philippines
January-August 2004

Tertiary:

Associate in Computer Science (Undergraduate)
System Plus College Foundation (Miranda Campus)
Miranda St. Angeles city Philippines
2001-2002

TRAININGS AND WORKSHOPS:

- **Computer Literacy**
  TESDA
  Porac, Pampanga, Philippines
  November 3, 2004-January 15, 2005

- **Emergency First aid and Basic Life Support**
  Skill-Power Institute
  Sto.Rosario st. Angeles City Philippines
  July 19-23, 2005

SKILLS:

- Experience in Microsoft word, excel and power point.
- Proficient in both written and oral communications skills.
- Proven ability to balance different commitments, flexibility to carry out varied responsibilities and aptitude to meet certain deadlines.

PERSONAL INFORMATION:

Birthday:	October 8, 1983
Birthplace:	Porac, Pampanga Philippines
Citizenship:	Filipino
Civil Status:	Single
Religion:	Iglesia Ni Cristo

I hereby certify that all the above information's are true and correct to the best of my knowledge and belief.

LEILANI ANGELS CANLAS
Applicant Signature