

BRENDA BAGUITAN

Batang

Address: CABANATUAN CITY, Philippines 3100

Cellphone Number: 09632459379

E-mail: brendabaguitandmd94@gmail.com

Hardworking and passionate job seeker with strong organizational skills eager to secure entry-level dental assistant position. Ready to help team achieve company goals. To seek and maintain full time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills. Detail-oriented team player with strong organizational skills. Ability to handle multiple projects simultaneously with a high degree of accuracy. Organized and dependable candidate successful at managing multiple priorities with positive attitude. Willingness to take on added responsibilities to meet team goals.

Skills

Electronic records management

Patient engagement

Patient interviewing

Safety protocols and policies

Coaching and training

Work History

Head Dentist/owner

O.B.A Dental and Orthodontic Clinic

Silaw/Satellite Market Bitalag Tagudin, Ilocos Sur, Philippines

10 March 2020 – Present

Tasks:

1. Completed consultations with patients for treatment plan
2. Created individualized dental care plans for patients
3. Created individualized treatment plans to maintain or restore oral health of patients
4. Communicated one-on-one with patients during consultative appointments to explain treatment plan and educate on upcoming procedures.
5. Educated patients and families about dental issues and proper oral care to prevent dental decay and disease

6. Extracted teeth, performed root canals, and filled cavities with dedication to pain management
7. Advised patients on appropriate treatment for pain and gave specific home care instructions
8. Assessed patient needs and developed treatment plans for restorative work
9. Reviewed patient health history and performed checkups to assess current issues

Associate Dentist

RAPI dental clinic

Rm. 406 Jose de Leon building Upper Session Road 2600 Baguio city, Philippines

October 2018 - August 2019

Tasks:

1. Collaborated with professional to plan dental treatments
2. Created individualized dental care plans for patients
3. Removed wisdom teeth and performed root canals
4. Completed consultations with patients for treatment plan
5. Created individualized dental care plans for patients
6. Created individualized treatment plans to maintain or restore oral health of patients
7. Communicated one-on-one with patients during consultative appointments to explain treatment plan and educate on upcoming procedures.
8. Educated patients and families about dental issues and proper oral care to prevent dental decay and disease
9. Extracted teeth, performed root canals, and filled cavities with dedication to pain management
10. Advised patients on appropriate treatment for pain and gave specific home care instructions
11. Assessed patient needs and developed treatment plans for restorative work
12. Reviewed patient health history and performed checkups to assess current issues

Associate Dentist

Samson Dental Center

5th floor S Building, Upper session Road, 2600 Baguio City, Philippines

August 2019 – December 2019

Tasks:

1. Interpreted x-rays to make accurate diagnoses and treatment decisions
2. Collaborated with professional to plan dental treatments
3. Created individualized dental care plans for patients
4. Removed wisdom teeth and performed root canals
5. Completed consultations with patients for treatment plan
6. Created individualized dental care plans for patients
7. Created individualized treatment plans to maintain or restore oral health of patients
8. Communicated one-on-one with patients during consultative appointments to explain treatment plan and educate on upcoming procedures.
9. Educated patients and families about dental issues and proper oral care to prevent dental decay and disease
10. Extracted teeth, performed root canals, and filled cavities with dedication to pain management
11. Advised patients on appropriate treatment for pain and gave specific home care instructions
12. Assessed patient needs and developed treatment plans for restorative work
13. Reviewed patient health history and performed checkups to assess current issues

Associate Dentist

I Love Dentist Dental Center

Mabini St. Brgy. Quezon District Cabanatuan City Nueva Ecija, Philippines

18 January 2021 – 11 December 2023

Tasks:

1. Administered care in emergency situations to treat tooth injuries
2. Collaborated with professional to plan dental treatments
3. Created individualized dental care plans for patients
4. Removed wisdom teeth and performed root canals

5. Completed consultations with patients for treatment plan
6. Created individualized dental care plans for patients
7. Created individualized treatment plans to maintain or restore oral health of patients
8. Communicated one-on-one with patients during consultative appointments to explain treatment plan and educate on upcoming procedures.
9. Educated patients and families about dental issues and proper oral care to prevent dental decay and disease
10. Extracted teeth, performed root canals, and filled cavities with dedication to pain management
11. Advised patients on appropriate treatment for pain and gave specific home care instructions
12. Assessed patient needs and developed treatment plans for restorative work
13. Reviewed patient health history and performed checkups to assess current issues
14. Interpreted x-rays to make accurate diagnoses and treatment decisions