

FIRSTNAME LASTNAME

Towson, MD | tstudent@gmail.com | 443-555-5555

EDUCATION

Bachelor of Technical and Professional Studies, Allied Health

Administration/Management Track

Towson University, Towson, MD

May 20xx

- GPA: 3.65
- Dean's List 20xx and 20xx

Relevant Coursework: Management for the Allied Health Professional, Clinical Program Plan & Evaluation, Health Administration, Long-Term Care Ethical Problems

Associate of Applied Science, Dental Hygiene

Community College of Baltimore County, Dundalk, MD

May 20xx

- GPA: 3.87

RELATED EXPERIENCE

Dental Hygienist

Joseph Moore, DDS, Towson, MD

June 20xx – present

- Provide clinical services and health education to improve and maintain oral health
- Examine gums and teeth for signs of disease or other problems
- Review x-rays and overall tooth and gum care with patients
- Collaborate with dentist to complete patient files and care plans

Office Assistant

Columbia Dental Care, Columbia, MD

June 20xx – May20xx

- Scheduled patient appointments and called patients for upcoming appointment reminders
- Maintained patient files; assisted staff with filing system and retrieving patient files
- Provided exceptional patient service; awarded "Gold Star of the Month Award" four times

PROFESSIONAL ORGANIZATION

- American Dental Hygienists Association, member

June 20xx – present

ADDITIONAL EXPERIENCE

Server

Bertucci's, Timonium, MD

May 20xx – December 20xx

- Received "Employee of the Month" award five times for outstanding customer service and leadership
- Trained new servers on restaurant procedures and mentored them throughout training process
- Served up to 30 customers seated at six tables at one time