

# Jackelina Bonds

Seattle, WA 98109

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Authorized to work in the US for any employer

## Work Experience

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### **Scheduling Coordinator**

Sweet 808 Dental-Seattle, WA

July 2024 to Present

Schedule or reschedule patients

Insurance verification

Posting payment

### **Marketing and Social Media Specialist**

Influencer

March 2022 to Present

Post social media content

Look over flyers

Manage social media pages

Involve other verified social media influencers in social media posts and reels

### **Surgical Assistant**

Ballard Oral & Maxillofacial Surgery-Ballard, WA

February 2022 to June 2024

June 2023 to Present

Recovering anesthesia patient

Discharge instructions

Sterilization

Stocking

Scheduling patients and insurance claims

Oral surgery

Irrigating extraction sites

Removing stitches

Completing X-rays

Flushing out extraction sites

## **Certified Dental Assistant/Surgical Assistant**

Mercer Island Oral and Maxillofacial Surgery-Mercer Island, WA  
September 2021 to December 2022

Scheduling patients

Recovering patients

Biopsy's

Implants

Give anesthesia drugs

## **Adult Prophylaxis**

CHILDREN PROPHYLAXIS

PA, PANO, BITEWINGS, 3D SCAN

ASSIST IN IMPLANT PLACEMENTS AND EXTRACTIONS

FILLINGS

ROOT CANAL TREATMENT ORTHO

ENDODONTICS

IMPRESSIONS

INFECTION CONTROL

FLOURIDE

TOFFLEMIRE

## Education

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### **Associates Degree in Dental Assisting**

Clover Park Technical College

April 2020 to March 2021

### **Associates Degree in Applied Science**

Pierce College

September 2016 to March 2018

## Skills

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- Dental Assisting
- Dentrux
- Eaglesoft
- Chairside Assisting Certified (march 2021)
- Infection Control Certified
- Fabrication of teeth whitening guard and night guard
- Prophylaxis
- Dental Radiograph Certified

- Temporary Crowns
- Cord Packing
- Extractions
- Implant
- Dental Charting
- Placing and Removing Dental Dams
- Suture Removal
- Nomad Xrays (1 year)
- Discharging patients and giving post op instructions (1 year)
- Social media management (3 years)
- Social media marketing (3 years)
- Emmy winner (2 years)
- Marketing
- Communication skills
- Organizational skills
- Photography
- Project management
- Management
- Analysis skills
- Dental office experience
- Adobe Creative Suite
- Content creation
- Video editing
- Canva
- Digital marketing
- Data collection

## Certifications and Licenses

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**Infection Control Certification**

**Certified Surgical Assistant**

**Certified Dental Assistant**

**CPR Certification**

**Registered Dental Assistant**