

## Rebecca J. Block

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**OBJECTIVE:** To utilize my skills and experience as a dental hygienist.

### EDUCATION

A.A.S Dental Hygiene  
Onondaga Community College  
B.A. Biology with a minor in Health Science  
State University of New York College at Potsdam

### EMPLOYMENT

2013-Present Eric O. Pettit, DDS Pediatric Dentistry

**Registered Dental Hygienist**

- Perform thorough dental prophylaxis on patients of all ages.
- Take radiographs (conventional and digital) apply fluoride and sealants to the teeth, complete periodontal probing, scaling and root planing procedures.
- Instruments and operator sterilization
- Proficient in EagleSoft, SoftDent, and Dentrix Dental software.
- Discuss dental concepts to patients to facilitate understanding.

2012-Present Anthony J Grasso, DDS General and Cosmetic Dentistry

**Registered Dental Hygienist**

2009-2012 Fayetteville Dental Arts, Fayetteville NY

**Office Manager**

- Responsible for all aspects of managing dental practice.
- Accounts receivable, monthly billing statements, arrange payment schedules for patients, financial agreements, Care Credit.
- Responsible for submission of dental claims. Communicate with insurance companies for all claims requiring additional information for processing and eligibility.
- Supervisor for all staff, screener for hiring new staff and finding temporary staff as needed
- Front-office operations, confirming and scheduling patients.
- Maintain office and clinical supply orders and inventory

2008-2012 Fayetteville Dental Arts, Fayetteville, NY

**Registered Dental Hygienist**

2002-2008 CNY Family Dentistry, East Syracuse, New York

**Registered Dental Hygienist**

2005-Present Golds Gym, Dewitt New York

**Personal Trainer/Group Fitness Instructor**

- Instruct group fitness classes and motivate participants.
- Establish and maintain personal training clients.
- Develop personalized training programs and help clients achieve their goals.

2000-2002 Martin & Winkler DDS, PC, Dewitt, New York

**Dental Assistant**

- Assisted with fourhanded dentistry in an office with five dentists.
- Operated the office's central sterilization bay.
- General clerical duties and office reception.

### REFERENCES

Available upon request