

FIRST LAST NAME

222 Bonnies Way, Brownsville, NY • 222.222.2222 • name@sbu.edu

EDUCATION

St. Bonaventure University, St. Bonaventure, NY

Bachelor of Science in Biochemistry, Minor in Business Administration

May 20xx

GPA: 3.8/4.0 Dean's list, all semesters

Competitive EDGE with Distinction Certificate

April 20xx

HONORS

Dr. Arnold T. Borer Summer Research Scholar

University Honors Program

Phi Eta Sigma – Freshman National Honor Society

EXPERIENCE

Dr. David Todd, Oral Surgeon

Jamestown, NY

Intern

June 20xx – August 20xx

- Observed Dr. Todd perform major maxillofacial surgical procedures such as wisdom teeth extractions, orthognathic surgery, and implants
- Greeted patients in the waiting room, seated them in an operatory, and ensured proper dental records were in place for the surgeon to review
- Organized patient files and called patients to confirm appointments
- Cleared instruments and materials from operatory after procedures had been performed and prepared for proper sterilization
- Set up operatory with barrier protectors and instruments for the next patient

Mondovi Dental

Lakewood, NY

Shadowed Dr. John Catlin

May 20xx

- Educated patients on how to better care for their teeth and prevent oral diseases
- Observed the dentist diagnosing conditions, constructing treatment plans, interacting with patients, and performing dental procedures
- Learned the administrative aspects of a private dental practice from the office manager's point of view: reception area, telephone interaction with patients, and data entry using electronic health record system
- Prepared armamentarium for each dental procedure

Aspen Dental

Olean, NY

Intern for Dr. Benson

June 20xx – August 20xx

- Observed doctor interact with patients, form treatment plans, and manage the practice
- Worked hands-on with orthodontic tools on models of teeth; gained understanding of the use and purpose of orthodontic appliances
- Evaluated patient cases through digital images and radiographs of teeth

LEADERSHIP AND EXTRACURRICULAR ACTIVITIES

American Medical Student Association, Secretary

Mathematical Association of America, Member

Warming House Soup Kitchen, Volunteer

SKILLS

Computer Proficiency: MS Office, Basic statistical analysis, SigmaPlot

Languages: Fluent in English and Serbo-Croatian/Bosnian languages