



Kolee Buckhannon

Orthodontic Assistant

Dedicated Orthodontic Assistant with 1 year of experience providing efficient and meticulous support to orthodontists in patient care, including chairside assistance and routine lab work. Proficient in dental software, documentation, and maintaining a clean and organized clinical environment. Committed to patient education and delivering exceptional service to ensure a positive orthodontic experience for patients. Eager to contribute to a dynamic team and enhance overall practice success.

kolee.buckhannon@gmail.com 

(373) 296-3738 

1234 Sunshine Blvd, San Francisco, CA 94107, USA 

Education

Diploma in Orthodontic Assisting at University of Southern California, Los Angeles, CA

Sep 2018 - May 2022

Relevant Coursework: Orthodontic Materials and Techniques, Dental Anatomy, Oral Pathology, Radiology, Infection Control, Chairside Assisting, Orthodontic Appliances, Patient Care and Management, and Professional Communication.

Links

[linkedin.com/in/koleebuckhannon](https://www.linkedin.com/in/koleebuckhannon)

Skills

Radiography 

Invisalign 

Sterilization 

Impressions 

Bracket placement 

Archwire adjustments 

Dental photography 

Employment History

Orthodontic Assistant at Western Dental & Orthodontics, CA

Mar 2023 - Present

- Assisted in over 1,500 successful orthodontic cases, including braces adjustments, Invisalign treatments, and appliance fittings, contributing to a 95% patient satisfaction rate at Western Dental & Orthodontics, CA.
- Streamlined the patient scheduling process by implementing a new appointment reminder system, resulting in a 20% reduction in no-shows and late appointments.
- Trained and mentored four new orthodontic assistants, helping them become proficient in orthodontic procedures, dental software, and patient care, leading to a 10% increase in overall team efficiency.
- Collaborated with the orthodontist to develop and implement a new patient education program, leading to a 30% increase in treatment plan acceptance and improved patient compliance.

Orthodontic Assistant Trainee at Smile Direct Club, CA

Sep 2022 - Jan 2023

- Successfully assisted in over 500 orthodontic procedures, including bracket placement, wire adjustments, and appliance installations, resulting in a 95% patient satisfaction rate.
- Efficiently managed and organized a database of over 1,000 patient records, improving appointment scheduling accuracy by 90% and reducing patient wait times by 15%.
- Played a key role in increasing patient referrals by 30% through the implementation of an effective marketing strategy, including social media promotion and participation in community events.
- Completed a comprehensive 6-month orthodontic assistant training program, gaining valuable hands-on experience and developing strong communication and teamwork skills.

Certificates

Dental Assisting National Board (DANB) Certified Orthodontic Assistant (COA)

Jan 2022

American Association of Orthodontists' Staff Club Certification

Apr 2020