

Diana Belman

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EDUCATION

Sonrisas Training Center

Dental Assistant Program

Austin, TX

Expected to Graduate February 2022

Round Rock High School

High School Diploma

Round Rock, TX

Class of 2021

EXTERNSHIP EXPERIENCE

Sonrisas Orthodontics

- Helped sterilize instruments and turn-over rooms
- Shadowed assistants during orthodontic procedures and assisted by bringing materials needed
- Assisted with positioning and taking x-rays (PA and Bitewings)

Pflugerville Dental

- Helped in the front, engaging with and checking in patients
- Observed how insurance information is looked up
- Assisted with sterilizing instruments and turning over rooms

MyDental in Tech Ridge

- Shadowed during multiple composite filling procedures
- Sterilized instruments, set-up trays and turned-over rooms
- Helped with restocking inventory

WORK EXPERIENCE

Greater Texas Credit Union

Branch Associate

Austin, TX

May 2021 – Present

- Teller, processing deposits and withdrawals, and opening accounts
- Answering phone calls and providing answers for customers with their accounts
- Delivering excellent customer service and training new employees

Marshalls

Sales Associate

Round Rock, TX

November 2019 – July 2020

- Made sure the department assigned was clean and stocked
- Took out inventory and organized floor models
- Worked as a cashier and processed sales and returns, and answering phone

RELEVANT SKILLS

Bilingual in English and Spanish | Customer Service | Team Worker | Multitasker

CERTIFICATIONS

CPR Basic Life Support, American Health Academy

December 2021 - 2023