



Kathery Espinoza

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 Cedar Park, TX 78613

PROFESSIONAL SUMMARY

Experienced Team Member bringing outstanding performance working with others to meet common goals. Familiar with project management and workflow optimization. Eager to bring knowledge to support business and customer needs. Committed to maintaining efficiency and excellent quality assurance.

EXPERIENCE

ORTHODONTIC ASSISTANT, Roundrock, Tx

Big smile orthodontics, September 2023–October 2024

- Bonded and placed bands and wires according to orthodontist specifications.
- Created model of patient's mouth by pouring plaster into dental impression and allowing plaster to set.
- Assisted orthodontists with patient exams and charting, including taking intraoral photos and radiographs.
- Set up examination room and dental trays in preparation for examinations and procedures.
- Organized office supplies, restocked exam rooms, cleaned equipment, and updated patient records according to established procedures.
- Took photographs of patients' teeth to aid orthodontist in developing treatment plans.

RECEPTIONIST ASSISTANT, Austin, TX

Jefferson dental and orthodontics , October 2022–January 2023

- Greet and serve all patients as they arrive (or direct other staff to do same)
- Create, establish and manage internal office protocols and procedures to ensure office efficiency
- Motivate office personnel to serve patients
- Assist patients with applying for credit and other financial assistance

ASSISTANT TEACHER, leander , tx

abucus school, February 2021–January 2022

- Distributing study guides and other teaching materials
- Operating computers, printers, webcams, and other equipment
- Working in the school's office or library when needed
- Keeping the classroom and other areas neat, clean, and organized
- Recording information about students or groups of students and their lesson plans and progress

RETAIL SALES ASSOCIATE, cedar park, tx

victoria secret, November 2019–January 2020

- Recovers cash wrap selling zone and “go-backs”

- Reinforces customer buying decisions at checkout and encourages purchase of additional items
- Assists with other projects as needed including markdowns, re-tickets and the mark out of stock process

EDUCATION

HIGH SCHOOL DIPLOMA, leander , tx

leander high school, May 2022

LANGUAGES

- **Spanish**
Bilingual

CERTIFICATIONS

- RDA
- CPR Certified