

# VANESSA CALDERON-RAMIREZ

REGISTERED DENTAL ASSISTANT



vanessacalderon0123@gmail.com



(512) 574-0859



Austin, Tx 78753

## PROFESSIONAL SUMMARY

A recent registered dental assistant graduate seeking a position to apply my skills, eagerness to learn, and desire to gain valuable experience in the dental field. Dedicated with strong focus on maintaining order and achieving results. Skilled in assisting, ensuring tasks are completed quickly and with minimal errors.

## EXPERIENCE

### Guidepost Montessori - Assistant Teacher

Austin, Tx • 01/2024 - Present

- Developed and maintained consistent, positive relationships with children.
- Helped to maintain a positive learning atmosphere in the classroom.
- Monitored student behavior in the classroom and implemented appropriate disciplinary actions when needed.
- Assisted teachers with lesson plans and classroom activities, while encouraging student participation.

### HelloSubs - Substitute Teacher

Austin, Tx • 11/2023 - 01/2024

- Maintained discipline and classroom control, fostering safe and positive learning environment.
- Followed existing lesson plans to provide consistent instruction to assigned students.
- Documented summary of work completed to update regular classroom teacher.

### Guidepost Montessori - Assistant Teacher

West Lake Hills, Tx • 12/2021 - 12/2022

- Assisted teachers with lesson plans and classroom activities, while encouraging student participation.
- Cleaned classrooms and organized instruction materials in appropriate locations.
- Collaborated with teacher in adapting curriculum to meet individual student goals.

### Childcare Careers - Assistant Teacher

Austin and West Lake Hills, Tx • 07/2021 - 12/2021

- Cleaned classrooms and organized instruction materials in appropriate locations.
- Developed and maintained consistent, positive relationships with children.

## EDUCATION

### Kipp Austin Collegiate

Austin • 06/2021

### High School Diploma

## SKILLS

- Bilingual (English, Spanish)
- Adaptability
- Teamwork

## CERTIFICATIONS

- CPR Certification
- Applied for Registered Dental Assistant license

- Collaborated with teacher in adapting curriculum to meet individual student goals.
- Built and maintained positive working relationships with co-workers.

### **Academy Sports+Outdoors - Cashier/Customer Service**

*Austin, Tx • 04/2021 - 08/2021*

- Demonstrated excellent customer service skills while interacting with customers in a friendly manner.
- Helped restock shelves when necessary to maintain an organized display area.
- Processed returns and exchanges quickly while ensuring accuracy of store inventory records.

### **Melrose - Cashier**

*Austin, Tx • 08/2019 - 03/2021*

- Operated cash register and accurately processed payments, returns, and exchanges.
- Performed opening and closing procedures, such as counting cash register, restocking, and cleaning.