

MICHAEL ANDERSON

Orthodontic Dental Treatment Planner

- San Francisco, CA
- (555) 234-5678
- michael.anderson@email.com

As a highly organized and proactive Dental Treatment Planner with over four years of experience in the dental field, I specialize in orthodontics. My role involves not only creating detailed treatment plans for patients but also ensuring that they understand the process and outcomes associated with their orthodontic care.

WORK EXPERIENCE

Orthodontic Dental Treatment Planner | Perfect Smile Orthodontics

Jan 2022 – Present

- Developed customized orthodontic treatment plans based on patient assessments.
- Collaborated with orthodontists to ensure alignment with patient goals.
- Educated patients and families on the orthodontic process and care.
- Utilized management software to monitor treatment progress.
- Coordinated follow-up appointments to track patient compliance.
- Improved case acceptance rates by 15% through effective communication strategies.

Dental Assistant | Healthy Smiles Dental Practice

Jul 2019 – Dec 2021

- Assisted orthodontists during procedures to ensure patient comfort.
- Maintained patient records and scheduled appointments efficiently.
- Educated patients on post-treatment care and hygiene practices.
- Engaged with patients to alleviate anxiety during visits.
- Managed inventory of orthodontic supplies, improving efficiency by 10%.
- Participated in community outreach programs to promote dental health.

SKILLS

Orthodontic Treatment

Patient Education

Software Proficiency

Team Coordination

Communication Skills

Inventory Management

EDUCATION

Bachelor of Science in Dental Hygiene

2017

University of Orthodontic Science

ACHIEVEMENTS

- Recognized for 'Outstanding Patient Care' by the Orthodontic Association in 2021.
- Contributed to a 20% increase in patient referrals through community outreach.
- Developed educational materials that improved patient understanding of orthodontics.

LANGUAGES

English

Spanish

French