

Sally Zimmer  
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## **OBJECTIVE**

To secure a career-oriented position within the dental field with room for advancement.

## **QUALIFICATIONS**

Communicate effectively using accurate dental terminology  
Take dental impressions and molds  
Identify and establish tray set ups  
Take and develop x-rays  
Maintain and manage patient records  
Managing receivables and payables  
Pre estimates, fee schedules  
Correct methods of verifying insurance and processing claims

## **WORK EXPERIENCE:**

3/2022 - Present

**Dental Assistant** – Clinical/Admin

Dr. Kim's Dentistry

6941 N Trenholm Rd # E,  
Columbia, SC 29206

3/2023 - Present

Docs Health - RHRP

**Dental Assistant**

Eastover, SC

Assisting with military reservists in their oral health care needs, provide health readiness services to meet the medical & dental requirements to maintain a deployable military force.

11/2020 -11/2021

**Certified Medical Assistant** – Covid Tester

The Judge Group

Sandhills Library, Columbia, SC

4/2016 - 9/2019

08/2015 - 06/2019

**Substitute Teacher** – Kershaw County, SC

Kelly Services

Refer to the lesson plan left by the lead teacher and ensure that appropriate measures are taken to follow

Manage student behavior & classroom order

Take necessary actions and reasonable actions to ensure the safety of students, materials and school equipment

6/91 - 11/12

**U.S. Army – Active Duty & California National Guard**

Chaplains' Assistant – Administrative duties

Data entry and clerical skills, breakdown & set-up religious services

Communication skills and be comfortable with building rapport and relationships

Maintain supplies & equipment

9/99-6/04

Cassidy Medical Group –Vista, CA

**Medical Assistant**

Family Practice & Internal Medicine

**EDUCATION**

2020

Palmetto School of Career Development **Dental Assisting** Irmo, SC

Certificate of Completion

X-ray Cert

CPR Cert

Simi Valley Career School **Medical Assisting** Simi Valley, CA

Assist physician in minor surgery

Vitals, EKG, phlebotomy

Room patients

Vaccines, referrals

Scheduling appointments