

Alicia Richmond

LPN

Belleville, IL 62221

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Seeking a challenging Position in an atmosphere where I can further utilize and expand my skills.

Authorized to work in the US for any employer

Work Experience

LPN (Licensed Practical Nurse)

Advantage Nursing Services - St. Louis, MO

December 2019 to Present

Providing health services to children with special medical needs. Services vary with child, as well as charting and documentation.

Sterilization Tech/Dental Assistant

Affinia - St. Louis, MO

June 2017 to August 2018

Management of instruments and equipment

Assisting student doctors when needed

Dental Assistant

Gateway - St. Louis, MO

February 2013 to May 2017

Assisting the Doctor with procedures and taking x-rays

Setting up and breaking down the equipment

Clarifying insurance information, documenting patient information/charting

Education

Some College in General Studies

St Louis Community College - St. Louis, MO

January 2016 to August 2019

O'Fallon High School - O'Fallon, IL

August 1999 to May 2001

Skills

- FILING (8 years)
- INTERNET EXPLORER (10+ years)

- MICROSOFT OFFICE (10+ years)
- MS OFFICE (10+ years)
- SCHEDULING (8 years)
- Assisting
- Oral Surgery
- CPR
- Word
- Dentrax
- Dental Assisting
- Dental Receptionist

Certifications and Licenses

Certified Dental Assistant

CPR Certification

LPN

Additional Information

SKILLS & QUALIFICATIONS:

Administrative
Microsoft Office
Windows
Internet Explorer
Filing
Power Point
Insurance Processing
Scheduling
Clinical Records