

## **PAOLO L. ALEJANDRINO**

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### **PERSONAL STATEMENT**

I am a dental assistant with eight years of work experience, who is interested in User Experience Writing and Content Design. I am a detail and goal-oriented person with a passion for helping people through writing. I have recently completed a certificate program in UX Writing from UX Writing Academy.

I personally believe that my experiences in the dental office and dealing with patients help me understand the needs of users, whether it is from navigating apps or websites, which makes me not only a good writer but also a good problem solver.

### **SKILLS**

#### **1. Writing Skills**

- Wrote 10,000+ words in term papers during my time at university.
- Wrote book reviews for unpublished books.
- Wrote proposals and technical documents for group projects in school.
- Proofreading and editing papers

#### **2. User Experience Writing**

- Managing and editing content style guides
- Writing copy for error messages, empty states, and popups
- Understanding of design principles
- Microcopy
- User testing
- Design principles

#### **3. UX/UI Prototyping Design Tools**

- Miro
- Figma

#### **4. Customer service skills**

- Dealt with dental patients daily by setting up appointments for their procedures.
- Used anxiety-reduction protocols to make sure that patients are comfortable all throughout their dental procedure.

### **WORK EXPERIENCE**

**Ramin Razavi, DMD, MS**

**6829 Elm St. Ste. 320 McLean, VA 22101**

#### **Dental Assistant (Full-time)** (April 4, 2016-Present)

- A specialist dental office that primarily deals with head and neck oncology patients. My role as a dental assistant includes educating patients on pre and post-oncology oral and dental long-term care and assisting the doctor in various dental procedures such as tooth extractions, placement of dental implants, guided bone regeneration (bone grafts), and restoration of teeth such as crowns, bridges, fillings, and removable prostheses.

Clinical/chairside responsibilities:

- Taking dental radiographs
- Sterilizing dental and surgical instruments
- Disinfection and placing protective barriers on dental units, chairs, lab equipment before and after use
- Assisting dentist as needed (e.g. holding of suction tips and saliva ejectors/HVE for fluid control)
- Taking dental impressions (digital and conventional)
- Assists dentist in mixing dental cements/liners
- Fabricating temporary crowns
- Coronal Polishing

Non-clinical responsibilities:

- Setting up appointments for new and returning patients
- Restocking and ordering dental supplies
- Fabricating in-office fluoride trays, bleaching trays, occlusal guards, and clear retainers

**Arlington Cosmetic Dental Group**

**1731 Clarendon Blvd. Arlington, VA 22209**

**Dental Assistant (Part-time)** (September 21, 2015- March 31, 2016)

A general dental office that offers a multitude of dental service, from dental prophylaxis, restorations (fillings and crowns), and surgical procedures such as extraction and implant placements. My role as a dental assistant includes:

- Educating patients on preventive dental care
- Taking dental radiographs
- Sterilizing dental and surgical instruments
- Disinfection and placing protective barriers on dental units, chairs, lab equipment before and after use
- Assisting dentist as needed (e.g. holding of suction tips and saliva ejectors/HVE for fluid control)
- Taking dental impressions (digital and conventional)
- Assists dentist in mixing dental cements/liners
- Fabricating temporary crowns
- Coronal Polishing

## **EDUCATION**

### **Certification**

Certificate of Completion: UX Writing Academy. UX Writing Hub. (May 23, 2023).

Certificate of Completion: Adult and Pediatric First Aid/CPR/AED (September 2022)

CS Solutions 3800: Scanner Remote Training (October 2021)

Certification of Completion: Dental Radiation Safety Seminar held at Northern Virginia Community College (NOVA) Medical Education Campus, Springfield, Virginia (August 22, 2015)

### **Undergraduate Education**

George Mason University (2020-2023)

Bachelor of Arts in English with a concentration in Writing and Rhetoric  
Cum Laude

Northern Virginia Community College (2017-2020)

Associate in science

University of the East, Manila (2008-2015)

Doctor of Dental Medicine (DMD)