

MBACHU PRECIOUS CHINENYE



Address: Block 3c Emab House Abuja

Phone: +2348144641462

E-mail: preciousmbachu76@gmail.com

CAREER SUMMARY

An excellent innovative, growth driven and result oriented mind that is committed to building a very successful career. A qualified dental assistant, with a demonstrated history of rich experiences in holistic patient care, equipment handling, customer service, social media management, orthodontic treatments and processes, infection control processes, among others.

Excellent reputation for resolving problems and improving customer satisfaction. Savvy Social Media Manager with expertise in marketing and advertising with an history of exceeding objectives and creatively approaching issues using talents in conflict resolution and critical thinking.

PERSONAL PROFILE

| | |
|------------------------|-----------------------------|
| Date of Birth: | 5 th March, 1998 |
| Sex: | Female |
| Marital Status: | Single |
| Nationality: | Nigerian |
| State of Origin: | Imo |
| Local Government Area: | Ideato-north |
| Religion: | Christianity |

EDUCATIONAL BACKGROUND AND QUALIFICATION

| Date: | Schools Attended and Qualifications Obtained |
|-----------|--|
| 2016-2019 | University of Benin Teaching Hospital, Institute of Health Technology, Benin City, Edo state. (Diploma: Dental Surgery Technician) |
| 2010-2015 | Remson College- Alaba, Lagos State. (WASSCE) |

SKILLS AND COMPETENCIES

✓ **Core competences**

Dental Nursing, Customer service, Secretariat services, social media management and Digital Marketing.

✓ **Interpersonal Skills**

Customer relations skills, Good Communication skills, Interpersonal skills, Team Work, Organizational skills, Commitment and good-time management.

✓ **Software Skills**

MS Office Suite (Word, Excel, PowerPoint)

WORK EXPERIENCE

❖ **Smile Dental Clinic, Abuja**

July 2022 - march 2023

Dental assistant

- ✓ Assisted with Orthodontic Procedures.
- ✓ Infection control protocols
- ✓ Use of highend equipment such as (Cerec, iTero scanner, 2D and 3D Xray among others).
- ✓ Implants and surgical procedures.
- ✓ Drafted Reports and memos.
- ✓ scheduling of appointments and patient management.
- ✓ Oral hygiene
- ✓ Radiography
- ✓ Endodontics
- ✓ Any other duties as may be assigned.

❖ **APPEN**

April 2021 - November 2021

Social Media Evaluator (remote)

- ✓ Curated and segmented editorial content to increase engagement and channel growth.
- ✓ Improved page content, keyword relevancy, and branding to achieve search engine optimization goals.
- ✓ Monitored online presence of company's brand to engage with users and strengthen customer relationships.
- ✓ Increased customer engagement through social media.
- ✓ Analyzed and reported social media and online marketing campaign results.

❖ **Smile360 Dental Specialist Abuja**

December 2019- July 2022

Dental Assistant

- ✓ Orthodontic Assisting.
- ✓ Infection control protocols
- ✓ Use of high earned equipment such as (Cerec, iTero scanner, 2D and 3D Xray among others).

- ✓ Implant and surgical procedures.
- ✓ Store and surgery inventories.
- ✓ Reported day-to-day tasks and responsibilities.
- ✓ Completed range of simultaneous job tasks to support doctor's operational needs.
- ✓ Productive scheduling of appointments.
- ✓ Delivered clerical support by handling range of routine and special requirements.
- ✓ Co-ordinating trainings and presentation.
- ✓ Paediatric care and procedures.
- ✓ Any other duties as may be assigned.

❖ **University of Benin Teaching Hospital Benin City.**

August 2018 - February 2019

Dental Surgery Technician Trainee

- ✓ Oral surgery procedures
- ✓ Orthodontics
- ✓ Oral hygiene and patient management.
- ✓ Radiography
- ✓ Endodontics
- ✓ Worked on projects using knowledge gained in classes to put together recommendations for issues.

❖ **Delta State Teaching Hospital, Oghara. Delta state.**

February 2018- July 2018

Dental Surgery Technician Trainee

- ✓ Answered incoming telephone calls, took down messages and provided information.
- ✓ Holistic dental approach.
- ✓ Performed diagnostic procedures.
- ✓ Introduction to dentistry.
- ✓ Recognition of dental instruments and equipment

❖ **Stella Obasanjo Women And Children Hospital**

February 2017- April 2017

Healthcare assistant

- ✓ Child Care and Management.
- ✓ Patients record management.
- ✓ Customer care services
- ✓ Nursing assistance.

❖ **Dorapen International School**

August 2014- August 2016

Admin Assistant

- ✓ Communicated effectively with faculty and staff and accepted critiques and suggestions for areas of improvement.
- ✓ Helped with administrative support by managing incoming calls, coordinating files and sorting mail.
- ✓ Sorted and organized files, spreadsheets and reports.
- ✓ Upheld office schedule and calendar to coordinate workflow and meetings.
- ✓ Interacted with customers by phone, email or in-person to provide information.
- ✓ Prepared meeting materials and took clear notes to distribute to stakeholders.
- ✓ Maximized productivity by analysing protocols and identifying areas for improvement.
- ✓ Developed business, financial and analytical skills needed for career.
- ✓ Took detailed meeting minutes, prepared meeting rooms and compiled paperwork to support department.
- ✓ Restocked office supplies and retrieved files for staff.
- ✓ Built rapport with clients to facilitate trusting relationship and provide setting conducive to growth.

CETIFICATIONS

- ✓ Clinical endodontics (dental care)
- ✓ Ortho 101 for dental professionals (dental care)

REFEREES

Available upon request