

OLATUBOSUN SALAMI

HARP Certified Dental Assistant/Front Desk

North York,ON|(437)255-3224|Olatubosunsalami.com|[Linkendin.com/in/olatubosunsalami](https://www.linkedin.com/in/olatubosunsalami)

PROFILE: Dedicated and **HARP Certified** Dental Assistant/Front Desk professional with 5+years of experience in the Dental Industry. Experience in providing chairside assistance, sterilization protocols and managing front office operations. Proven ability to improve patient satisfaction, streamline scheduling, and maintain meticulous patient records using **Dental Software**. **Willing to work on Call, Part-time, Full-time & available to work Monday to Friday including Saturday.**

EDUCATION & CERTIFICATIONS

DENTAL ADMINISTRATIVE ASSISTANT Diploma (In progress)	-Academy of learning career college, Toronto, Ontario	Expected completion April, 2026
HARP Certification	-Dental Training Canada, Toronto, Ontario	2025
CPR Standard First Aid Certification	-Heart and Stroke Foundation, Toronto, Ontario	2025
IPAC Certification (Dental Clinic)	-Public Health Ontario, Toronto, Ontario	2025
Bachelors in Dental Surgery	-Obafemi Awolowo University, Ile-Ife,Nigeria	2012-2019

SUMMARY OF QUALIFICATION

- Experienced in scheduling, patient database management, insurance, and billing
- Excellent communication, teamwork, and organizational skills
- Computers Skills: **Abeldent and Akitu One Dental Softwares.**
- Skilled in chairside assistance for restorative, surgical, prosthodontic, and endodontic procedures
- Proficient in taking, developing, and processing dental X-rays (HARP certified)
- Strong knowledge of sterilization protocols and infection control procedures

WORK EXPERIENCE

Dental Administrator-SUNNYSIDE DENTAL CLINIC- Toronto, Ontario	Oct.2025-present
<ul style="list-style-type: none">· Coordinate communication between patients, dentists, and dental hygienists.· Support the clinical team in optimizing patient flow and ensuring a positive experience.· Maintain patient records using digital charting systems and ensure confidentiality compliance.· Handle insurance verification, billing, and payment processing with accuracy.· Manage patient scheduling, appointment confirmation, and front desk coordination	

Dental Assistant (Volunteer/Extern)-SMILE DENTISTRY CLINIC- Brampton, Ontario

August 2025

- Assisted in clinical procedures including restorations, scaling, and examinations.
- Supported infection prevention and control by maintaining sterilization protocols.
- Prepared treatment rooms and assisted dentists with patient positioning and suctioning.
- Helped educate patients on post-treatment care and oral hygiene maintenance.

Resident Dental Officer-LAGOS STATE UNIVERSITY TEACHING HOSPITAL-IKEJA, LAGOS

Nov.2021-July 2025

- Delivered comprehensive dental care with emphasis on preventive treatment and patient education.
- Collaborated with multidisciplinary teams in providing oral health outreach and community services.
- Ensured strict adherence to infection control and sterilization standards.
- Supervised dental interns and provided clinical guidance during procedures.

Dental Officer-FEDERAL MEDICAL CENTRE-OWO, ONDO STATE

Dec.2020-Oct 2021

- Supported senior clinicians during surgical and restorative dental procedures.
- Conducted patient counseling and oral health promotion activities.
- Managed dental instruments, prepared materials, and ensured proper patient flow.
- Maintained detailed and confidential patient records.

Dental Intern-OBAFEMI AWOLowo UNIVERSITY TEACHING HOSPITAL-ILE-IFE, OSUN STATE May 2019-Apr 2020

- Assisted in various dental specialties under supervision including restorative, oral surgery, and pediatric dentistry.
- Participated in preventive outreach programs and oral health education campaigns.
- Gained practical experience in sterilization techniques, patient interaction, and record management.