
ANNABEL SUSAN JACOB

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OBJECTIVE

Dedicated and detail-oriented dental professional with international clinical experience and a strong background in patient care, chairside assistance, and infection control. Currently pursuing **Level II Dental Assistant licensing in Nova Scotia**. Eager to contribute to a collaborative dental team by delivering high-quality care, supporting efficient clinical operations, and ensuring a positive patient experience in a fast-paced environment.

HIGHLIGHTS OF QUALIFICATION

- Proficient in dental procedures including restorative, preventive, and oral surgery.
- Expertise in patient care, including preparing patients for treatments, recording dental histories, and educating patients on oral health.
- Skilled in exposing and developing radiographs (x-rays) and capturing intra/extra oral photography for pre/post-operative documentation.
- Expert in taking alginate impressions and fabricating models for dental and surgical planning.
- Proficient in using dental software (e.g., Dentrax) and MS Office, with a strong willingness to learn new systems.
- Knowledgeable in infection control protocols to maintain a sterile working environment in dental lab settings.
- Strong communication and interpersonal skills, effectively managing patient interactions and ensuring a positive experience.
- Strong organizational skills to handle multiple tasks efficiently in a fast-paced environment.
- Ability to perform precise work with accuracy, ensuring high standards in all tasks.

EDUCATION

Graduate Certificate Program in Health Informatics

Dec 2024

George Brown College, Toronto, ON

- Gained skills in health data management and clinical decision support systems, applicable to dental care settings.

Bachelor of Dental Surgery

June 2022

Mansarovar Dental College Hospital & Research Centre, Bhopal, India

- Comprehensive training in dental science, with extensive coursework and practical experience in restorative dentistry, oral surgery, prosthodontics, and orthodontics.

PROFESSIONAL EXPERIENCE

Orthodontic Technician (Full-time)

Jan 2025 – Present

Hallmark Dental Laboratory Limited

- Fabricate and repair a wide range of orthodontic appliances, including Nance, Hawley Retainers, Band and Loop, and space maintainers.

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- Assess and modify orthodontic appliances to meet patient treatment needs and improve appliance functionality.
- Perform precision repairs and adjustments to ensure appliances maintain durability and patient comfort.

Project Connect Go-Live Support Student 1 (Full-time)**Sep 2024 – Dec 2024**

Unity Health Toronto

- Supported the Go-Live phase of Project Connect, assisting in troubleshooting and user guidance during system implementation.
- Collaborated with trainers and project leaders to facilitate efficient workflows and address immediate concerns during the transition.
- Aided healthcare providers in adopting new functionalities, ensuring smooth integration of the EPIC system

Dental Office Assistant (Part-time)**Feb 2024 – Dec 2024**

Our Family Health Dentistry, Toronto, ON

- Assisted dentists in providing quality care, including preparing patients, recording dental treatment information, and ensuring timely follow-up.
- Ensured the sterilization of dental instruments and preparation of treatment rooms following strict infection control protocols, maintaining a clean and safe clinical environment.
- Improved patient satisfaction through clear communication and empathy, addressing concerns and guiding them through treatments.
- Provided post-operative care guidance to patients, ensuring their comfort and understanding.

Dental Senior House Surgeon**Nov 2022 – Nov 2023**

Government Ernakulam General Hospital, Kerala, India

- Performed various dental procedures including extractions, restorations, root canal and periodontal treatments.
- Assisted Oral & Maxillofacial Surgeons in surgical procedures involving trauma, cleft lip, palate correction, and dental oncology cases.
- Fabricated Removable Complete, Partial dentures and orthodontic appliances (such as Hawley's appliance).
- Captured and maintained accurate intra/extra oral photography for patient records and legal documentation.
- Educated patients on proper oral hygiene practices and post-treatment care, enhancing patient outcomes.

Junior Dentist**July 2022 – Oct 2022**

Kairali Dental Clinic, India

- Performed periodontal and restorative procedures on patients.

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- Assisted senior dentists in complex dental procedures, ensuring patient comfort and safety throughout.
- Managed patient records, including charting dental histories and updating information post-treatment.
- Captured dental impressions, fabricated casts, prepared custom trays, and performed bite registrations for complete or partial edentulous patients.
- Captured impressions for orthodontic appliances and performed appliance activation adjustments.
- Educated patients on preventive dental care, contributing to improved oral health outcomes.

Dental Intern

June 2021 – June 2022

Mansarovar Dental College, Bhopal, India

- Gained practical experience in various dental treatments such as extractions, root canal treatments, minor oral surgical procedures and periodontal treatments.
- Captured and crafted high-quality dental impressions for crowns, bridges, and a variety of orthodontic and prosthetic appliances, ensuring accurate models and custom trays that support individualized treatment planning.
- Exposed and developed radiographs (x-rays) and capturing intra/extra oral photography for pre/post-operative documentation.
- Observed, obtained case histories, diagnosed, and assisted professors in treating cases such as Oral Submucous Fibrosis (OSMF), leukoplakia, and other mucosal lesions.
- Actively participated in community dental camps, providing dental education and treatments to underserved populations.
- Instructed patients on oral health care and the importance of routine dental checkups.

CERTIFICATIONS & WEBINARS

- Passed part 1(written exam) of **NDAEB license exam** and preparing for part 2 (practical) of the same.
- **HARP 1 Dental Radiography**
- **Basic Life Support (BLS Provider)** from **Heart & Stroke**.
- **Certified Dentist**, Kerala Dental Council, India August 2022
- Attended the National Live Webinar on **Ocular Prosthesis: Esthetic & Functional Considerations** conducted by Elsevier
- Participated in the Live Webinar on **The Clear Aligners-The Way Forward**-conducted by Mansarovar Global University, India

INTERESTS

- Avid reader with a passion for creative writing, contributing to local literary magazines.
- Passionate about staying updated on emerging technologies in healthcare.
- Enjoy activities that involve detail-oriented, hands-on work, such as model building or crafting.