

Tenzin Saldon

| 647-609-6634 | tsaldon18@gmail.com | Etobicoke, Ontario M8W 4J4

Objective:

Dental Assistant, Front Desk Administrator

Highlights of Qualifications

- 6+ years working in dental clinics, with 2 years Canadian experience as a Dental Assistant
- Bachelor of Dental Surgery graduate
- Knowledge of sterilization, infection control, and dental materials
- Proficient in taking digital and conventional radiographs
- Basic knowledge of ABELDent and Tracker software
- Strong English communication skills and excellent phone etiquette
- Patient-focused, empathetic communicator with outstanding customer service skills
- Professional, organized, and able to multitask in fast-paced environments
- Team-oriented with cultural sensitivity and emotional intelligence
- Eager to learn and adaptable to new technologies

Relevant Experience

- Prepared patients for dental procedures and assisted chairside
- Sterilized instruments and ensured proper infection control
- Took intraoral periapical and bitewing radiographs
- Took alginate impressions and fabricated diagnostic casts
- Captured digital impressions using TRIOS, Medit, and Carestream
- Assisted with orthodontic procedures including bracket/band placement and aligner attachments
- Mixed dental materials and maintained chart accuracy
- Trimmed and polished dentures; provided post-op instructions
- Educated patients on oral hygiene using models and managed inventory and tracked lab work

Employment History

Dental Assistant – Columbia Dental Clinic, Toronto	2023–2024
Dental Assistant – Saranya Dental Clinic, Toronto	2022–2023
Aligner Trainer – AMPA Orthodontic Pvt. Ltd., Delhi	2019–2022
Resident Dentist – Delhi Cantonment General Hospital, Delhi	2017–2019

Education

Bachelor of Dental Surgery , Chaudhary Charan Singh University	2011–2016
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