**LESLIE SMITH**

Derby Road, Mansfield, NG185BH

Email: ismith@hotmail.com

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Tel: 01623 413325

A qualified Dental Nurse with several years’ experience working in a busy practice. Has a proven ability to work as part of a team as well as using own initiative. Possesses a good sense of humour that complements excellent interpersonal and communication skills.

**SKILLS**

* Extensive working experience supporting all aspects of dental surgery
* Sound working knowledge of dental software and Microsoft Office packages
* Professional customer service skills
* Organised with excellent time management

**WORK EXPERIENCE**

**Dental Nurse** 2020 ~ Present

Jones Dental Care, Nottingham

* Assisting and supporting dentist with all aspects of dental care
* Working on reception dealing with all enquiries both personally and over the phone
* Using a computerised information system
* Generating and maintaining patient records
* Taking and processing payments

**EDUCATION & QUALIFICATIONS**

**NEBDN Dental Nurse National Diploma** 2019 ~ 2020

Nottingham College, Nottingham

**Level 3 Extended Diploma in Childcare and Education** 2017 ~ 2019

West Nottinghamshire College, Mansfield

**7** **GCSE Passes grade A-C including** 2012 ~ 2017

**Maths, English and Science**

Nottingham Comprehensive School

**ADDITIONAL INFORMATION**

Interests & Hobbies Keeping fit, going to the gym and swimming

Driving Licence Holder of full clean driving licence with own vehicle

**References available upon request**