

Bruna M. Rett
Brunarett20@gmail.com
(424) 362-6190

EDUCATION

Los Angeles Community College, Los Angeles, CA Bachelor of Science in Dental Hygiene	August 2017 – Present
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High School, Brazil High School Diploma: June 2009	June 2006 – June 2009
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WORK EXPERIENCE

<i>Dental Hygiene Student, Los Angeles, CA</i>	August 2022 – May 2024
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- Worked under the supervision of a registered dental hygiene faculty at West Los Angeles College, SIMI Valley free clinic, UCLA Dental School, UCLA Venice location, Veteran's Sepulveda clinic, and Veteran's Downtown location.
- Performed scaling and root planning procedures with local anesthesia.
- Performed radiographic duties.
- Extensive training in infection control practices and disease prevention.
- Provided oral hygiene instructions to a vast variety of population.

<i>Cardiac Monitor Technician/Unit Secretary, Glendale, CA</i>	March 2016 – June 2019
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- Monitored the cardiac rhythm of 27 patients during the duration of 12-hour shifts.
- Printed cardiac strips every 4 hours and kept it in the patient's record.
- Answered phone calls, patient's calls, doctor's calls and heart pacemaker companies.
- Organized nursing and nursing assistant's schedules accordantly.
- Kept records of patient's charts and doctor's notes.
- Responsible for calling blue codes and rapid responses for patient's in needs.

<i>Mail Room Clerk/Forms Department, Glendale, CA</i>	February 2014 – March 2016
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- Organized orders coming from nursing unit.
- Sorts incoming mail and interdepartmental mail into appropriate mail slots. Operates printing machinery following safety regulations.
- Maintains supply inventories, including placing orders, unloading, and stocking.
- Completes order requests for materials and services. Distributes materials to appropriate audiences in a timely and efficient manner.
- Performs other job-related duties as assigned.

<i>Yogurtland Clerk, Manhattan Beach, CA</i>	May 2012 – January 2013
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- Opened and closed the store.
- Access to the register machine.
- Had friendly and professional conversation with the staff and the consumers.
- Resolved costumer complains, inquiries, answered phone calls and check store inventory.
- Had to make sure the store was cleaned and organized, and all the staff wearing complete uniform.

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SKILLS

- Trilingual (Portuguese, English and Spanish).
- Can type 40 words per minute.
- Microsoft Windows and Apple computer literate and comfortable using office software such as, Microsoft Office, Prezi and others.
- Strong public speaker and comfortable giving presentations to large crowds.
- Experience with various dental software such as SoftDent and Citrix.
- Current member of the California Dental Hygiene Association.