

# TIFFANY GALVAN

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## OBJECTIVE

I have been a licensed cosmetologist for over 15 years. I am so excited to be switching careers as a dental assistant. I am currently enrolled at the Dental Genius Assisting School. Looking to find a dental office that is willing to train. I am a fast learner and excited to expand my knowledge in the dental field.

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## EXPERIENCE

Hair Stylist/barber

The Hair Stop- Liberty Hill, Tx May 2022 to present

- Manage appointments
- Daily duties
- Handling cash
- Answering telephone calls

Dental Assistant training

Dr. Brazil- Austin, Tx April 2023- May 2023

- Setting up rooms/ taking down cleaning
- Sterilizing instruments properly
- Setting up trays for each rooms / instruments
- Interaction with patients goin over concentration forms
- Hooking up to monitors taking blood pressure
- Chair side assisting

Hair Stylist at Image Perfect salon Leander, Tx. May 2019 to March 2022

- Manage appointments
- Daily duties
- Handling cash
- Answering telephone calls

CSR Texas Medicaid Austin, Tx February 2019 to May 2019

- Call center for TMHP
- Answering telephones, verifying insurance assisting plan benefits

Hair Stylist At Style America May 2008-2018

- Manage appointments
- Daily duties
- Handling cash
- Answering telephone calls

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## **EDUCATION**

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- High school diploma
- DGAS – obtaining my RDA
- Continuing education in cosmetology

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## **AWARDS AND ACKNOWLEDGEMENTS**

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- CPR Certified

Reference upon request