**Abigail N. Tolbert**

7912 Longfellow Court ♦ Midlothian, VA 23112

(804) 564-8646 ♦ atolb002@odu.edu

# Profile/Objective

Personable and dependable college freshman attending Old Dominion University pursuing a degree in Dental Hygiene who is currently a National Registered Certified Dental Assistant (NRCDA), and is looking to further her education while attending ODU. I look forward to what the future holds and am excited for my next few years as a Monarch.

# Education

2017–Present **Old Dominion University**, Norfolk, VA

 Enrolled in Pre-Dental Hygiene Classes

2015-2017 **Chesterfield Career and Technical Center**, Chesterfield, VA

Enrolled in Dental Occupations Class

X-Ray Certified, CPR Certified, AED Certified

2013-2017 **Cosby High School,** Moseley, VA

Cosby High School Health Science Specialty Center, AP Chemistry, Dual Enrollment U.S. History, Anatomy and Physiology, and College Composition

# Work Experience

**August 2016 – Present-YMCA Child Watch Attendant, Midlothian, VA**

Job description: Checking in and out members, playing games with the children, arts and crafts, putting babies to sleep, feeding babies, cleaning up toys, and keeping the area a clean and safe environment for the children.

**Nov. 2015 - Nov.2016-Swift Creek YMCA Lifeguard, Midlothian, VA**

Job description: Guarding the pool, making sure all patrons are safe while swimming, enforcing pool rules, checking the sauna and hot tub, watching over swim lessons, checking the pump room, training, and opening and closing the pool.

# Qualifications

**Dental Assistant Skills:** Alginate impressions, fluoride treatments and varnish, making bleach trays, mounting models, pouring up impressions, trimming models, and sterilization.

**Computer Skills:** Knowledge of Microsoft 2007 including Word, Excel, PowerPoint, Internet Explorer

**Workplace Skills:** Reliable, trustworthy, patient, cooperative, responsible, respectful, organized, good communication skills, courteous, caring, efficient, hardworking, honest, bright personality, and welcoming.

# Leadership Activities and Volunteer Work

* Member of the Health Occupations Students of America HOSA Club (2 years)
* Lunenburg Children’s Outreach Program – providing free dental care to underprivileged children (2 years)
* Mission of Mercy – free dental clinic that provides care to over 2,000 patients
* Clinical Site Senior Year (Dental Office) – 8 hours per week, November to June.
* Member of BETA Club (2.5 years)
* Member of National Honor Society, NHS (2 years)

**Licenses & Certificates**

NRCDA License # - 136694, exp. 5/15/2018