

DAYA S. ATWAL

PROFESSIONAL SUMMARY

Driven by a passion for community health, I leveraged my bilingual abilities and dental practice skills at La Clinica Monument and other organizations, surpassing fundraising goals by 17% at Citywide. My leadership in coordinating volunteers and enhancing clinic efficiency showcases my commitment to impactful service and patient care excellence.

WORK HISTORY

Student Volunteer, 06/2024 to Current

La Clinica Monument - Concord, CA

- Assisting patient intake.
- Support function to the administrative team.
- Basic Spanish translation
- Sanitized rooms, prepped equipment and instruments for daily procedures.

Dental Assistant Student Intern, 06/2022 to Current

Comfort Dental Care - Tracy, CA (Paid Position)

New Smile Orthodontics - Tracy, CA

- Maintained dental supply inventory by checking stock to determine inventory levels and placing and expediting orders for supplies.
- Prepped operatories, sterilized equipment, instruments for daily procedures and chair side assisting.
- Coordinated administrative planning and execution.

Student Volunteer, 06/2024 to Current

Citywide - San Francisco, CA

- Built and managed a Go-FundMe to make care packages including personal and dental hygiene for the unhoused, psychiatric patients
- Surpassed the goal of \$8000 and raised \$9385.
- Developing dental pamphlet around hygiene information in English, Spanish and Cantonese along with contact information.
- The population being served will be psychiatric patients experiencing homelessness situations in the Mission District of San Francisco, CA.

Clinic Coordinator, 6/2024 to Current

Clinic Volunteer, 2/2022-6/2024

Sikh Health Network - El Sobrante, CA

- Strengthen interpersonal communication skills by providing medical and dental assistance to support the humanitarian free health camp held one Sunday a month.
- Intake of patients, assisting with vitals, translation, and entering of data into the EMR.
- Manage all volunteers and assignment of tasks.
- Managed recruitment efforts for Doctors and Dentists.
- Strengthened leadership skills through troubleshooting clinic issues through huddles and feedback sessions.

CONTACT

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SKILLS

- Dental Assisting
- Equipment and dental instrument sterilization
- Lab Safety
- Patient Care & Interaction
- Monitoring & Recording Vitals
- Functions of front desk office

Student Volunteer, 06/2021 to 06/2022
Khalsa Aid - Fremont, CA

- Cultivated a sense of camaraderie among fellow volunteers through packaging and providing food at food drives.
- The population being served was those financially struggling, and migrants with limited English language skills.

Student Dental Volunteer, 07/2024 to 08/2024
Guatemala Dental Mission - Guatemala

- Providing Spanish translation to the local community coming for dental care.
- Dental assisting including set-up and sterilization of dental equipment and clinic.
- Assisting with any other clinic-related duties.

Volunteer, 06/2016 to 06/2020
SEVA (Selfless Service) - San Francisco, CA

- Provided meals, to the San Francisco homeless population at Union Plaza on the First Sunday of every month.

Student Volunteer Coordinator, 12/2019 to 01/2020
Project Angkor (Medical & Dental Mission - Cambodia

- Worked in a team environment to maintain high levels of productivity by doing duties as a runner and greeter.
 - Displayed excellent time management skills in the setup of the clinic.
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EDUCATION

High School Diploma, Expected in 06/2025
Monte Vista High School - Danville, CA

- 3.83 GPA Spring quarter
 - summa cum laude graduate
 - Completed AP course in World History, US History
 - Honor Roll 2022, 2023
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CERTIFICATIONS

- Basic Life Support (BLS certification, American Heart Association), 2022, 2024
 - Infection Control Certification approved by the Dental Board of California at Roseville Dental Academy
 - Dental Practice Act Certification
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LANGUAGES

Punjabi

Native or Bilingual

Spanish

Professional Working
