

Shakhrizoda Akhunova

shakhrizoda.akhunova85@myhunter.cuny.edu
| (347)- 554- 1040 | Brooklyn, NY

EDUCATION

Hunter College

Bachelors of Arts in Biological Science | GPA 3.41

New York

6/20/2027

PROFESSIONAL EXPERIENCE

Gramercy Smiles

Dental Assistant

New York

2/2024-Present

- Assisted hygienists and doctors during the procedures in a high-volume clinical setting, supporting efficient patient flow. Strengthened teamwork, time management, patient care.
- Preparation of treatment rooms, sterilizations of instruments, to ensure readiness for following procedures.
- Taking dental X-Rays, Panoramic imagings, assisting during exams
- Educate patients on oral hygiene, post-treatment care.

Central Asian University

Admission office volunteer/ intern

Uzbekistan, Tashkent

2023

- Front desk responsibilities, communication and help to prospective students and families, providing guidance and application requirements. Answered all questions and managed social media comments and questions. 24/7 call lines organization.
- Coordinated campus tours, outreach projects, open mics.
- Supported admission office staff with applications, proctoring, document organization and data verification

Smart Dental

Endodontist assistant/ intern

Uzbekistan, Tashkent

2022-2023

- Observation endodontic procedures, including root canal therapy, gaining exposure to speciality-level dental treatment and clinical decision making
- Assisting during procedures, supporting clinical team and organizing space
- Provide patient comfort, sterilization of instruments and charting during exams.

ADDITIONAL COURSEWORK SKILLS

Melting Point Analysis

Light Microscopy

Data collection and analysis

Distillation techniques

Cell observation

Data collection and analysis

DNA extraction

IR spectroscopy analysis

LEADERSHIP AND VOLUNTEER

Event Coordinator : Uzbek Hawks

Volunteer: Hamsa Charity, AU volunteers

SKILLS

Technical skills : Dentrix, VixWin, Word, Excel, Word, Google Docs.

Skills: X-Ray, Panoramic imaging instrument sterilization, chairside assisting, patient care, dental imaging preparation, teamwork, time management, workflow coordination, patient comfort care, multitasking, dental and medical terminology.

Language : Uzbek, Russian, English

