

Alex Pak

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Education

University of Maryland
B.S. Public Health

College Park, MD
May 2022

Work Experience

Dr. Frances Pak, DMD

Front Desk / Shadowing

Ellicott City, MD

2018 - Present

- Scheduled patient appointments using Eaglesoft
- Handled financial payments
- Addressed insurance payment issues
- Observed procedures such as composite restoration, crown preparation, gum grafting, and tooth extraction

Song Biotechnologies

Assistant

Reisterstown, MD

2022 - 2023

- Organized research data on excel sheets to be presented in published articles
- Participated in rat preparation for various scientific models
- Observed hemorrhage shock models and medical equipment testing

Dental Assisting Experience

Elite Family Dental

Dental Assistant

Ellicott City, MD

2022 - 2023

- Assisted the doctor with patients and took x-rays
- Sterilized operatories and instruments
- Prepared operatories for various procedures

Leadership Experience

Club Golf; University of Maryland

President

2018 - 2022

- Coordinated club tournaments and maintained relations with club sports governing body
- Handled organization events and competitions

Vice President

- Managed finances and allocated resources to club events and competitions

Community Service

Mid-Maryland Mission of Mercy

- Facilitated patient registration and relations
- Communicated patient concerns and medical history on registration form

September 2019

Organizations

Korean Student Association

Member

2018 - 2022

Vietnamese Student Association

Member

2018 - 2022

Club Tennis

Member

2018 - 2019

Skills & Certifications

NELDA Certification

- National entry level dental assistant

August 2023

Languages: Fluent in English and basic in Korean

Computer skills:

- Eaglesoft
- Axium
- Microsoft Office, Word, Excel, Powerpoint

Professional References

Available upon request