

123 Hinsley Crescent
Ajax, Ontario L1L 2T0

November 15, 2015

City of Toronto
Human Resources Division
100 Queen Street West
Toronto, Ontario M5H 2N2

Re: Reference #: DENTHYG

Dear Ms. Mary Kutarna:

Culturally Competent Dental Hygiene, Smoking Cessation Counselling, Oral Cancer Screening, and Oral Health Screening for Patients with Mental Health Illness: I believe these skills along with ten years of dental hygiene experience have given me the background and practical experience employers would seek.

As you can see from my enclosed résumé, I worked as a Dental Assistant/Receptionist for 10 years and as a Dental Hygienist for 10 years along with 3 years practicing as a part-time Restorative Hygienist. As a Dental Hygienist, my typical duties are: performing new patient/complete examination and charting, periodontal assessment/soft tissue management, scaling, oral hygiene education and instruction, sealants, suture removal, placement and removal of orthodontic wires and elastics, placing composite and amalgam restorations, taking radiographs (traditional and digital), TMJ disorder assessment, oral cancer screening and educate on oral cancer self-assessment.

My collaboration with Mr. Rob Brent, President of the Durham Lung Association gave me the opportunity to implement an oral health lunch and learn presentation on the linkages between COPD and dental health. While working for Dr. Byrne, I collaborated with a patient, Ms. Allison Petty, who was the Primary Health Coordinator for the Canadian Mental Health Association Scarborough Neilson Office. With Ms. Petty's support, I implemented a weekly oral health screening and assessment session for people with mental health illness.

My references will confirm that I am reliable, organized, caring and personable – someone who is willing to work hard for the benefit of the community.

If you have an opening and you feel that I can contribute to the community, I would gladly meet and discuss further. I can be reached at paraíso.ethel@yahoo.ca. Thank you for your time.

Sincerely,

Ethel Paraíso

Ethel Paraíso
Encl: Résumé

Ethel Paraiso

123 Hinsley Crescent
Ajax, ON L1L 2T0
Telephone: 416-350-5308
paraiso.ethel@yahoo.ca

Objective: A dental hygiene position in a prevention-oriented public health dental practice.

Work Experience:

- 2011-Present **Dr. Malaek Zarrabian** Toronto, ON
Restorative Dental Hygienist (Part-time)
- Dental hygiene client care: exam/charting, scaling and OHEI (oral hygiene education and instruction).
 - Suture removal, sealants and composite/amalgam restorations.
 - Discuss orthodontic, TMJD (temporomandibular joint disorder), implants, crowns/bridges, bleaching and restorative treatment with clients (prevention and treatment).
- 2007-Present **Harwood Dental Group** Ajax, ON
Dental Hygienist (Part-time)
- Dental hygiene client care: exam/charting, scaling and OHEI.
 - Discuss orthodontic, TMJD, implants, crowns/bridges and restorative treatment with clients (prevention and treatment).
- 2005-Present **Beechgrove Family Dental** Scarborough, ON
Dental Hygienist (Part-time)
- Dental hygiene client care: exam/charting, scaling and OHEI.
 - TMJ assessment, take impression records and radiographs.
 - Discuss orthodontic, TMJD, implants, crowns/bridges and restorative treatment with clients (prevention and treatment).
 - Suture removal, change orthodontic elastics and wires.
- 2005-Present **Dr. Katherine King** Toronto, ON
Dental Hygienist (Part-time)
- Dental hygiene client care: exam/charting, scaling and OHIE.
 - TMJD assessment and take radiographs (digital).
- 2006 **Dr. Bernard Ungerman** Scarborough, ON
Dental Hygienist (Part-time for maternity leave)
- Dental hygiene client care: exam/charting, scaling and OHIE.
- 1993-2003 **Dr. Kopel and Associates** Scarborough, ON
Dental Assistant and Receptionist (Full-time)
- Assisted dentists in all aspects of dentistry.

Education:

- 2008-Present **University of British Columbia**
On-line Dental Hygiene Degree Completion
- 2012 **University of Manitoba** Winnipeg, Manitoba
Restorative Dental Hygiene Certificate
- 2003-2005 **Canadore College** North Bay, ON
Dental Hygiene Program
- Received Dental Hygiene Diploma and HARP Certification.
 - Graduated with honors.
- 1996-1997 **George Brown College** Toronto, ON
Dental Assisting Program
- Received Dental Assistant Diploma and HARP Certification.

Personal

Skills:

- Excellent client care skills and work ethic.
- Culturally competent dental hygiene.
- Software proficiencies: Logic Tech, Abeldent and Tracker.
- Excellent communication and time management skills.

Strengths:

- Nurturing personality and positive attitude.
- Ability to work under pressure with maximum efficiency.
- Reliable, punctual, able to multitask.
- Excellent telephone manner and team player.

Seminars and Continuing Education:

- Invisalign Course, yearly CPR and WHMIS
- Rondeau Seminars; On-line courses through CDHA and UBC

Co-op Programs and Volunteer work:

- The Hospital for Sick Children, Toronto (Co-op 1997)
- North Bay Psychiatric Hospital, North Bay – Volunteer (2004)
- Nipissing Early Years Centre, North Bay (Co-op 2004)
- Eastholme Home for the Aged, Powassan – Volunteer (2005)
- Durham Region Lung Association, Whitby – COPD and Oral Health Linkages and Associations - Presenter (2014)
- Canadian Mental Health Association (CMHA), Toronto – Dental Hygienist - Oral health screening and assessment (2014-2015)

Interests:

- Running/walking, reading and camping.

References:

Available on request.

November 15, 2015

123 Hinsley Crescent
Ajax, Ontario L1L 2T0

Ms. Allison Petty
Primary Health Coordinator
CMHA
1200 Markham Road
Scarborough, ON M1H 3C3

Subject: Reference Letter Request

Dear Ms. Petty:

Hello, I hope all is well with you and enjoying your hockey trips with your children. I am writing to ask if you would kindly provide a letter of reference to be submitted with my application package to The City of Toronto.

As you may know, I am expected to graduate from UBC in May 2016 with a Bachelor of Science in Dental Hygiene. I am currently exploring a new career opportunity in a Public Health Dental Hygiene field. My collaborative work with you and experience at the CMHA makes you an excellent candidate for this letter of reference.

If you could kindly mail the reference letter to the above address by December 15, 2015 I would really appreciate it. If you have any questions, please contact me at paraiso.ethel@yahoo.ca. Thank you for your time and assistance.

Sincerely,

Ethel Paraiso

Ethel Paraiso

November 15, 2015

123 Hinsley Crescent
Ajax, Ontario L1N 0J2

Mr. Rob Brent
Regional President
Durham Region Lung Association
55 Gordon Street
Whitby, ON L1T 0Z0

Subject: Reference Letter Request

Dear Mr. Brent:

Hello, I hope all is well with you and enjoying your time with your wife Catherine. I am writing to ask if you would kindly provide a letter of reference to be submitted with my application package to The City of Toronto.

As you may know, I am expected to graduate from UBC in May 2016 with a Bachelor of Science in Dental Hygiene. I am currently exploring a new a career opportunity in a Public Health Dental Hygiene field. My collaborative work with you and workshop experience at the Durham Region Lung Association makes you an excellent candidate for this letter of reference.

If you could kindly mail the reference letter to the above address by December 15, 2015 I would really appreciate it. If you have any questions, please contact me at paraiso.ethel@yahoo.ca. Thank you for your time and assistance.

Sincerely,

Ethel Paraiso

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Ajax, Ontario L1L 2T0

Dr. Mario Lemay
Primary Dentist/Supervisor
North Bay Psychiatric Hospital Dental Department
North Bay Regional Health Centre
50 College Drive, North Bay, ON P1B 5A4

Subject: Reference Letter Request

Dear Dr. Lemay:

How are you? I hope all is well with you and your family. I am writing to ask if you would kindly provide a letter of reference to be submitted with my application package to The City of Toronto.

As you may know, I am expected to graduate from UBC in May 2016 with a Bachelor of Science in Dental Hygiene and currently exploring a new career opportunity in a Public Health Dental Hygiene field. I had the privilege of working with you as a volunteer at the North Bay Psychiatric Hospital. As my supervisor, you were able to witness the nurturing and effective personality I possess which makes you an excellent candidate for this letter of reference.

If you could kindly mail the reference letter to the above address by December 15, 2015 I would really appreciate it. If you have any questions, please contact me at paraíso.ethel@yahoo.ca. Thank you for your time and assistance.

Sincerely,

Ethel Paraíso

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