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# Mariana Uzcategui Rangel

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## Overview

Highly skilled professional seeking to utilize my clinical, project management and interpersonal communication skills in a research assistant, project or business management role. Proficient in managing and maintaining organized documentation systems, multi-faceted business and medical processes, including budgets, protocols and working one-on-one with patients and clinicians.

## EDUCATION

**University of Los Andes – Bachelor of Dentistry** 2008 – 2015 Mérida, Venezuela

**Thesis-experimental research** “Interaction between Ginkgo Biloba and Diclofenac Sodium, and its effects on haemostasis in Bio: Sprague Dawley rats”

**Key knowledge areas:** physiology, histology, pharmacology, head and neck anatomy, dental anatomy, head and neck radiology, pathology, dental practice including restorative, prosthodontics, endodontics, surgical, periodontics, clinical research.

**The Sydney Business and Travel Academy – Advanced Diploma in Management and Leadership** 2018 –2019 Sydney, Australia

**Greenwich College – Diploma in Management and Leadership** 2017 – 2018

**Australia Institute of Professional Education – Certificate IV in Business Management** 2016 – 2017 Sydney, Australia

Sydney

## LANGUAGES

**English**  
**Spanish**

## SKILLS

- Leadership skills
- Problem solving skills
- Analytical thinking skills
- Project management skills
- Excellent time management skills
- Strategic Planning
- Business management skills
- Excellent customer skills

## COMPETENCIES

- Clinical knowledge and its application in patient settings

- Identifying clinician's needs while conducting complex dental procedures, ensuring adequate equipment set up, in support of best practice patient care, including COVID safety protocols.
- Proficiency in usage and maintenance of dental and technological equipment in laboratory and clinical settings( 3d oral scanner,x-rays, autoclaves)
- Contemporary knowledge of standards of care, work health and safety and risk management
- Identification of deficiencies in business processes, assessment and implementation of new strategies to improve efficiency, in collaboration with staff members from different departments
- Financial literacy including accounts management, reporting and payment systems
- Drafting protocols for equipment handling, infection control, clinical and administrative procedures
- Business processes including inventory management, database management and treatment plan management
- Proficient in Microsoft office and Dental Software
- Liaison with sales representatives from diverse dental suppliers, to coordinate stock ordering and training as required
- Communication with dental laboratories regarding patient's clinical cases and assistance with detailed prescriptions.
- Laboratory work including study models preparation and articulation, and fabrication of intraoral dental appliances such as retainers and mouthguards
- Active participation in building team culture, constructive feedback and communication tools exercise between team members, in groups and individuals settings.

## PROFESSIONAL EXPERIENCE

### **Sydney Prosthodontics, Sydney** – *Treatment Coordinator*

OCTOBER 2021 - PRESENT

- Laboratory work - pouring, mounting and articulation of study models
- Surgery setup, infection control management, sterilisation, and stock management
- Administration of accounts, invoices and record keeping
- CBCT and intra-oral x rays
- Coordinating management of treatment plans for restorative phase and quotes
- Coordination of staff, rostering and patients.
- Identifying patients' needs, expectation management and step by step communication before and after dental procedures, including post operative instructions as well as oral health instructions.

### **Sydney Dental Aesthetics & Implants, Sydney** – *Clinical Coordinator*

JUNE 2020 - SEPTEMBER 2021

- Surgery setup (Predominantly Implant Surgical procedures)
- Infection control protocol management, sterilisation, and stock management
- Clinical note keeping, database management and patient liaison
- CBCT and intra-oral x rays
- Cerec intraoral scans for surgical guides
- Administration of accounts, invoices, record keeping and staffing requirements

### **Bellevue Hill Dentist, Bellevue Hill** – *Dental Assistant*

JUNE 2018 - JANUARY 2020

- Intra-oral 3D scans with iTero
- Dental Lab work (retainers, mouthguards, surgical guides, special trays)
- Chairside assisting and infection control management
- Stock maintenance

**Dental Avenue, Maroubra** – *Dental Assistant*

SEPTEMBER 2016 - MAY 2018

- Chairside assisting
- Infection control management
- Sterilisation procedures
- Stock maintenance

## REFERENCES

**Available on request**