
ADRIANA DINU

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Permit: B

PROFESSIONAL SUMMARY

Dedicated professional with extensive experience in logistics coordination. Demonstrates exceptional punctuality, reliability, and organisational awareness. Proficient in communication with children and advanced restorative procedures, including instrument cleaning and sterilisation. Skilled in clinical teamwork, radiograph interpretation, cross-infection control, and knowledgeable of CQC standards. Committed to ethical conduct, and health and safety compliance, and adept at computerised note-taking.

A dedicated and aspiring individual with strong communication and organisational skills, coupled with caring nature. Demonstrates proficiency in patient care and administrative tasks, ensuring smooth clinic operations. Committed to enhancing patient experiences and contributing positively in nursing role.

WORK HISTORY

Dental nurse, 01/2015 - 12/2023

Swansea Bay University Health Board - Swansea, City and County of Swansea

- Streamlined patient flow by efficiently scheduling appointments.
- Managed proper sterilization of dental instruments for optimal hygiene.
- Maintained accurate patient records, ensuring meticulous documentation.
- Collaborated with the dental team for smooth clinic operations.
- Upheld stringent infection control measures, promoting a safe environment.
- Prepared treatment rooms before patients' arrival for streamlined operations.
- Provided information to patients about good oral health care, boosting their understanding of preventive measures.
- Supported dentists during procedures, resulting in increased efficiency.
- Comforted anxious patients, leading to positive clinic experiences.
- Administered first aid during emergencies, ensuring immediate medical attention for patients.
- Participated in oral health education sessions increasing community awareness about dental care and prevention.
- Operated x-ray equipment safely and accurately, producing high-quality images for diagnosis evaluation.
- Took impressions of patient's teeth for study casts, aiding in treatment planning.
- Served as liaison between dentist and patient; improved communication and enhanced overall experience.
- Maintained a clean and tidy work area; facilitated a sanitary environment conducive to healthcare services.
- Completed routine maintenance tasks on dental equipment, prolonging its lifespan.
- Assisted in clinical procedures, including examinations, fillings, and extractions.
- Carried out varied chairside support procedures while keeping patients calm and comfortable.
- Provided excellent patient care from arrival to treatment completion.
- Worked with dentists during permanent and temporary restorative procedures, including fillings, crowns, and bridges.
- Delivered compassionate care and support to patients to alleviate anxiety and stress.

- Uploaded and updated patient records on the computer system, adhering to patient confidentiality policies.
- Assisted fellow staff in additional duties for the continued smooth running of practice operations.
- Arranged appointments using the online booking system.
- Prepared well-equipped treatment rooms for dental procedures, streamlining processes for efficient operations.
- Correctly prepared relevant dental instruments and equipment for accurate, timely treatment procedures.
- Welcomed patients, explaining dental procedures and answering questions to ease anxiety.
- Accurately and efficiently decontaminated and sterilised dental devices for continued hygiene compliance.
- Provided outstanding support to dentists throughout practical treatment procedures for positive outcomes.
- Facilitated patient comfort with an empathetic chair-side manner.
- Assisted in complex dental procedures to ensure successful outcomes.
- Assisted dentists by passing instruments, suctioning intraoral fluids, and mixing materials for casts or impressions.
- Uploaded and updated patient records on the computer system, adhering to patient confidentiality policies.
- Sanitised equipment, cleaned exam rooms, and restocked supplies after each patient procedure.
- Supported dentists performing complex oral procedures with attentive assistance.

Beautician, 11/2013 - 05/2015

Quick Salon - Bucharest, Romania

- -Waxing the customers -Massaging the customers - Applying facials and make-up -Administering hair treatments -Evaluating a customer's treatment of skin or body problems and recommending a treatment - Booking clients for appointments - Being attentive to guests all the time - Assuring the highest standard of customer care and services at all time -Taking cash and card credit payments from clients
- Continually updated knowledge on the latest beauty trends, and improved service delivery.
- Conducted skin assessments to recommend suitable treatments.
- Trained junior beauticians, and imparted industry knowledge and practical skills.
- Offered hair removal services to enhance clients' appearance.
- Revitalized clients' skin with specialized facial treatments.
- Managed appointments efficiently whilst maintaining a high level of customer service standards.
- Communicated effectively with clients to understand their specific needs and preferences.
- Provided manicures and pedicure services, and improved the overall aesthetic appeal of clients' hands and feet.
- Promoted salon's products and services to increase sales revenues.
- Assisted in reception duties when required to ensure seamless operation of the salon.
- Maintained proper records of clients' treatment plans, and ensured continuity in the care regime.
- Safe work to prevent accidents or injuries in the salon.
- Advised customers on home care routines for sustained results post-treatment practices were used.
- Maintained clean, tidy, and sanitized workstations to minimize staff and customer risk.
- Kept client records regularly updated with detailed information on previous treatments.
- Demonstrated high-quality waxing techniques; provided painless hair removal solutions.
- Carried out day-to-day tasks with enthusiasm, enhancing salon environments with continued positivity.
- Maintained knowledge of current treatment procedures and products, providing customers with expert advice.
- Waxed clients based on beauty trends from bikini to Brazilian waxes.

- Provided faultless service throughout beauty treatments to achieve optimal customer satisfaction.
- Demonstrated make-up applications tailored to client needs and preferences.
- Coordinated stock levels to achieve consistent supplies at the best possible prices.
- Demonstrated product usage to stimulate interest and purchase by customers.
- Upsold products with detailed knowledge and persuasive sales techniques.

SKILLS

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| • Patient follow-up coordination | • Basic life support training |
| • Radiograph interpretation | • Communication with children |
| • Oral examination assistance | • Health and Safety Compliance |
| • Knowledge of CQC standards | • Verbal and written Communication |
| • Medical records management | • Emergency handling |
| • Computerised note-taking | • Sterilisation techniques |
| • Sterilisation protocols awareness | • Excellent patient care |

EDUCATION

Certificate in Esthetics, Skin care and Make-up: Beauty , 06/2013 - 12/2013
Christine Valmy International School - Bucharest, Romania

Diploma of Higher Education: High-school , 09/2008 - 06/2012
Constantin Nenitescu Chemistry Scholar Group - Bucharest, Romania

Dental nurse: Health, 04/2015 - 06/2018
Tooth Fairies - Swansea, City and County of Swansea

Care : Healthcare , 01/2024 - 08/2024
University of Wales Trinity Saint David - Swansea, City and County of Swansea

Healthcare Practices : Health , 09/2024 - 06/2025
University of Wales Trinity Saint David - Swansea, City and County of Swansea

LANGUAGES

Romanian

Advanced

English

Advanced (C1)

Italian

Elementary (A2)

Spanish

Fluent

REFERENCES

References available upon request.