

Jane D. Valde, DDS

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## Summary

- Demonstrated achiever with knowledge of business practices and current dental techniques
- Skilled at learning new concepts quickly, working well under pressure, and communicating ideas clearly and effectively.
- Extensive computer training, including knowledge of business software packages.
- Always wanting to achieve more as knowledge grows.

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## Education

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| <b>Doctor of Dental Surgery</b><br><i>University of the Pacific School of Dentistry, San Francisco, CA</i>         | 1997 |
| <b>Bachelor of Science in Applied Mathematics</b><br><i>University of California, Los Angeles, Los Angeles, CA</i> | 1987 |

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## Career History & Accomplishments

### **Associate Dentist, GFV Dental Inc**

2009-Present

- Perform functions of general dentistry including molar endodontics, surgical extractions, removable prosthetics and pediatric dentistry.
- Performed cosmetic dentistry including veneers, zirconia/lava restorations, and implant crown restorations.
- Discussed patient treatment plans.
- Guide patients through oral health care.
- Part-time manage office including bookkeeping and supervising team meetings.
- Assisted in planning office policies.
- Trained office staff in dental billing and accounts receivable.
- Implemented and trained staff to dental management software.
- Ongoing growth of dental knowledge and advanced techniques and technology through continuing education classes.
- Designed advertising flyers, postcards, brochures and business cards
- Designed and programmed office website.
- Setup office computers and network.
- Traveled as a volunteer to humanitarian organizations in the Philippines and assisted with other medical personnel to help indigenous peoples.

### **Associate Dentist, Santa Monica Dental**

2015-2017

- Perform functions of general dentist including molar endodontics, oral surgery crown and bridge, and removable prosthetics.
- Performed cosmetic dentistry including veneers, zirconia/lava restorations, valplast removable prosthetics and implant crown restorations.
- Guided patients through Invisalign treatments and delivered aligners.
- Discussed treatment plans with patients.
- Trained dental assistants in improving techniques for RDAs,

### **Associate Clinical Instructor, University of the Pacific School of Dentistry**

2007-2009

- Supervised 3<sup>rd</sup> year dental students in restorative dentistry at the clinic level.
- Explained to dental students and patients procedures and techniques.
- Problem solve with students and guided them through patient management and treatment plans.
- Graded students' work during clinic exams.
- Guided students through proper technique regarding posture while performing dental procedure.

**Business Owner, Hillsdale Dental Office**

1999-2009

- Performed functions of general dentist including treatment planning and patient management.
- Responsible for daily operation of dental office including human resources, employee management, billing, bookkeeping, OSHA training and maintaining technology.
- Worked with front desk staff on billing and strategies for working with dental insurance.
- Trained chair side assistants on radiographic techniques, sterilizing instruments, four handed dentistry, setting up and breaking down dental operatories.
- Implemented current computer technology and dental technology to existing dental practice.
- Handled the purchasing of major equipment.
- Physically installed office network and internet connection.
- Trained staff on dental management software.
- Designed and wrote HTML for dental office website.
- Designed office brochures and flyers

**Associate Pre-Clinical Instructor, University of the Pacific School of Dentistry**

2000-2003

- Supervised first year dental students in fixed prosthodontics.
- Taught and demonstrated proper procedures and techniques of fixed prosthodontics.
- Demonstrated to students tooth reduction, impression technique, pouring models, waxing restoration and seating restoration.
- Graded students' work during practical exams.
- Guided students through proper technique regarding posture while performing dental procedure.

**Associate Dentist, Towne Center Dental**

1997-1999

- Performed functions of general dentist.
- Implemented modern techniques and trained staff.
- Communicated with supervisor regarding improving functions of office.
- Occasionally acted as liaison to outside specialists.

**Associate Computer Analyst, UCLA Undergraduate Admissions**

1990-1994

- Handled any IT questions among the staff and technical problems with computer equipment.
- Upgraded PCs and printers with either software or hardware such as memory cards.
- Used Focus mainframe database language for tracking and reporting eligibility of student applications.
- Wrote reports based on statistics of student applicant database.
- Used Access and FoxPro to design databases for tracking potential highschool student applicants.
- Assisted in data entry of applicant data when needed.
- Monitored bulk printing of reports, letters and statistics of applicant database.

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**Memberships & Affiliations**

- California Dental Association
- National Association of Filipino Dentists in America
- Punjabi Dental Society