Emma J. Van Dorn

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PROFESSIONAL EXPERIENCE

GARDEN CITY CENTER FOR DENTAL EXCELLENCE, **Garden City, NY**
Dental Assistant *August 2019-Present*

- Assist dentists and two other assistants performing all aspects of general dentistry
- Prepare and pour alginate impressions, set up and clean rooms, sterilize tools, seat patients, answer telephones, and file patient charts
- Assist in operatory rooms by suctioning and handing tools to dentists during procedures including comprehensive oral examinations, cleanings, restorations, bonding, partial and complete dentures, crowns and bridges, root canal therapy, periodontal therapy, and implants

MUHLENBERG COLLEGE TREXLER LIBRARY, **Allentown, PA**
Lending Services Student Assistant *August 2021-Present*

- Greet patrons, check books in and out, assist patrons in finding items, reshelve books and materials, and take inventory of bookshelves

SEA CLIFF YACHT CLUB, **Sea Cliff, NY**
Sailing Instructor *June 2022-August 2023*

- Full-time summer position teaching children ages 7 to 14 to sail and race Optimists
- Provide sailors with a safe, engaging experience and learning environment
- Develop a sailing curriculum, teach and evaluate student skills, help sailors accomplish their sailing goals and objectives, and coach sailors at regattas across the Long Island Sound

LEADERSHIP EXPERIENCE

ALPHA CHI OMEGA SORORITY, **Allentown, PA**
Vice President of Intellectual Development (January 2023-December 2023) *September 2022-Present*

- Ensured all members maintain minimum GPA requirements
- Worked with members who did not meet requirements to prepare academic plans, motivated members academically, and provided scholarship, career-related and networking opportunities
- Attended weekly Executive Board meetings and present weekly updates to entire chapter
- Attend sisterhood events and support Alpha Chi Omega's philanthropy, Domestic Violence Awareness, through fundraisers and campaigns

MUHLENBERG COLLEGE PRE-DENTAL CLUB **Allentown, PA**
Treasurer (August 2022-Present) *September 2021-Present*

- Manage the club's budget, including money spent on supplies and money raised during fundraisers
- Plan meetings to help prepare pre-dental students for dental school, and help organize events such as toothbrush and toothpaste drives, DAT preparation workshops, meetings with practicing dentists and dental school admissions counselors, and manual dexterity workshops
- Mentor younger Muhlenberg pre-dental students and assist other club officers.

EDUCATION

MUHLENBERG COLLEGE **Allentown, PA**
Bachelor of Science in Biology, Minor in Business Administration, (GPA: 3.9/4.0) *May 2025*

- Activities & Societies: UPenn School of Dental Medicine 3-4 Bio-Dental Program, Dana Scholars Program, Alpha Chi Omega Sorority (Vice President of Intellectual Development), Trexler Library Student Assistant, Pre-Dental Club (Treasurer), STEM Outreach Club, Chamber Orchestra (Violist)

ADDITIONAL SKILLS & INFORMATION

Relevant Achievements: Girl Scout Gold Award (educated community about importance of proper pediatric dental health)
Skills & Certifications: US Sailing Small Boat Level 1 & 2 Certification, American Red Cross CPR Certification
Honors & Awards: New York State Seal of Biliteracy (Spanish Language), National Merit Scholar