

# AYLEEN JOHNSON

## DENTAL ASSISTANT / INSURANCE PROFESSIONAL

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Converse, Tx 210.550.6467  
[ayleencarrizales2@gmail.com](mailto:ayleencarrizales2@gmail.com)  
Active Duty Army Spouse

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### Skills

Communication , Organization , Inventory , Problem-Solving abilities , Teamwork Collaboration , Attention to detail, interpersonal skills, Appointment scheduling/follow ups, Front Desk duties, Patient care, Customer service.

Chairside General , Endo , Ortho , Sterilization , X-rays , Digital Scanning, Impression taking, Mold Pouring&Casting, Dental Charting , Medical Terminology, Dental Equipment Operation, Computer Literacy & software, Debands/Repos, CPR.

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### Experience

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#### USAA / Insurance Professional

July 2024 - June 2025, San Antonio,Tx

Assist members with new and existing USAA policies ,handling inbound and outbound phone calls, emails, or other contacts from members, maintain respective trailing documents for all states,

#### Pacific Dental Services / Travel DA

August 2023 - July 2024, San Antonio, Tx

Prepare Patients for dental work , Set-up/breakdown rooms, dental software & charting, Same Day Crowns. General/Endo/Ortho chairside.

#### DOCS DENTAL / DA

August 2022 - August 2023, Ft Sam Houston,Tx.

Prepare Patients for dental work , Set-up/breakdown rooms, dental software & charting, clerical reporting on a daily/monthly basis. General/Ortho chairside.

#### Brident Dental / Travel DA

October 2021 - July 2022, San Antonio ,Tx

Prepare Patients for dental work , Set-up/breakdown rooms, dental software & charting. General/Ortho chairside.

#### RISAS Dental / DA

November 2020 - October 2021, San Antonio ,Tx

Prepare Patients for dental work , Set-up/breakdown rooms, dental software & charting, clerical reporting on a daily/monthly basis. General/Ortho chairside

#### La Familia Insurance / Insurance Professional & Agent

January 2019 - November 2020, San Antonio,Tx  
Help and educate customers to find the best and most affordable insurance rates in the market. Office Duties ,while maintaining inbound phone calls and inbound daily leads, Bank Deposit runs.

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## **Education**

### **Roosevelt High School 2017**

San Antonio, Tx

### **Temple Junior College 2017-2019**

Temple, Tx - General Studies NC

### **Dental Assisting Academy 2020**

San Antonio, Tx - Dental Assisting/Dental Front Desk

### **NYU Tandon School Of Engineering 2025**

Online - Digital Marketing Certificate