Alyssa Moreno

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Lead Dental Assistant | Digital Dentistry & CEREC |Patient & Production-Focused

Austinite- Music - Motivational - Leader

Dear Hiring Dentist or Office Manager,

I am writing to apply for a Lead or Experienced Dental Assistant position within your general or cosmetic dental practice. I bring over four years of hands-on experience in high-volume dentistry, strong digital skills, and a people-driven mindset that allows me to support both patients and providers effectively.

I am a true go-getter, and what drives me to come to work every day is people. I genuinely enjoy helping patients feel comfortable, supported, and cared for—no matter their mood or circumstances. I believe even difficult interactions are opportunities to make someone's day better. I do my best work in kind, helpful team environments where everyone supports one another and works toward shared goals.

Clinically, I have experience in general and cosmetic dentistry, including CEREC same-day crowns, iTero scanning, digital imaging, chair-side assisting, and maintaining efficient operatory flow. I am dependable, detail-oriented, and trusted to manage back-office responsibilities while keeping daily schedules running smoothly.

Outside of dentistry, I am an Austin native who loves food, music, art, paddleboarding, and spending time with my dog, Henry. I recently moved back downtown and enjoy being part of a creative, community-focused environment. I believe this balance contributes to my positive attitude and my ability to connect naturally with patients and coworkers.

Thank you for your time and consideration. I would welcome the opportunity to bring my skills, energy, and positive mindset to your practice.

Sincerely,
Alyssa Moreno

EXPERIENCE

Lead Dental Assistant

Creekview Dental Care, Leander, TX

| August 2024 – January 2026

- Led daily clinical operations for a two-doctor practice, overseeing operatory flow, scheduling efficiency, and chair-time optimization
- • Assisted in high-production procedures including crowns, CEREC same-day restorations, endodontics, periodontal treatments, and oral surgery
- • Performed FMX, panoramic x-rays, intraoral photography, and iTero scanning for diagnostics and treatment planning
- • Took preliminary impressions and fabricated temporary crowns, ensuring accuracy and patient comfort
- • Documented clinical notes, diagnoses, anesthetic usage, and chief complaints in patient records
- • Educated patients on procedures, treatment plans, post-operative care, and oral hygiene to support case acceptance
- • Managed inventory ordering, back-office supplies, and equipment maintenance schedules
- • Oversaw sterilization protocols, operatory sanitation, and OSHA compliance
- • Coordinated patient flow between clinical and front office to maintain productivity goals
- • Prepared patients prior to doctor exams by reviewing last visits, chief complaints, and appointment objectives
- • Maintained scanners (iTero/Invisalign), calibrated equipment, and scheduled vendor meetings
- • Performed coronal polishing and flossing following permanent crown placement

Lead Dental Assistant

Pflugerville Smiles Dentistry — Austin, TX

January 2024

- Assisted during restorative and diagnostic procedures

- Performed digital x-rays and intraoral photos

- Conducted coronal polishing and flossing

- Organized daily schedules to support production goals

SKILLS

Digital Dentistry:ITERO,Lumina, Dandy, CEREC

Clinical:FMX, Pano, IOP, Polishing, Temp crowns, Endo, Perio, Oral surgery, General

Software:Open Dental, Dentrix

Patient care:Regular, Geriatric, pedo, mental health, Special needs.

Experienced in Google Apps, Windows, MS Office

Experienced in Software Troubleshooting, Technical Support

Highly Organized

Strong Multi-Tasker

Exceptional Customer Service

Excellent People Skills

Problem Solving

Upsell

Dedicated

Deadline Motivated

Humorous

Strong-Minded

LANGUAGES

English

Proficient in Spanish

- Educated patients on treatment plans

College Hunks Hauling Junk and moving, Austin,TX — *Sales Agent/Customer Service* **- April 2022-August 1st**

- Introduce customers to all services we provide
- Set up appointments of estimates for managers to come and plan job accordingly
- Schedule appointments customers to have job done
- Obtain client information to generate pricing and overall cost of services
- Talk to customers to resolve issues and find solutions and create new experiences

Austin Dental Cares, Austin,TX — *Office Administrator*

May 2021 - December 2021

- Greet patients as they arrive at the dental practice, and inquire into the their purpose of visit
- Take preliminary patient interviews to determine dental issues, and past dental histories, and record all information accurately.
- Schedule appointments for patients over the telephone and in person, and provide them with reminders.
- Obtain patient's insurance information and ensure that coverage is verified, by contacting insurance companies through the telephone, and emails.
- Oversee office and dental supplies inventory, and manage the delivery of supplies to surrounding facilities
- Create and maintain records of patients, ensuring that they are updated on a regular basis

Victoria's Secret, Austin,TX — *Bra Sales Specialist/ Sales Associate*

November 2020 - March 2021

- Arrange the displays of the store before opening
- Restock and replace the merchandise in the right area of the store
- Inform clients of promotions at the store at appropriate times
- Positively interact with customers

Starbucks, Austin,TX — *Barista*

May 2020 - October 2020

- Promote a positive overall team atmosphere that includes cooperation and teamwork, high morale, and positive interpersonal interactions and communications
- Ensure the department is always clean, fully stocked, and appropriately merchandised
- Prepare coffee, tea beverages, and food products for customers

JCPenney, Austin,TX — *Sales Associate*

July 2019 - August 2019

- Operated a cash register for cash, check and credit card transactions with 100% accuracy
- Stocked and replenished merchandise according to store merchandise layouts
- Welcomed all customers into the store and assisted them in locating items

Typhoon Texas, Austin,TX — *Lifeguard*

April 2019 - July 2019

- Supervises swimming activities at the aquatics facility and ensures that policies, guidelines, and safety procedures are followed
- Administers first aid in the event of injury, rescues swimmers in distress or danger of drowning, and administers CPR and/or artificial respiration
- Supervises and assists in cleaning the pool and related facilities and

equipment

EDUCATION

Master Learning Program, Location — High School *Degree*

August 2021

Graduated A Year Early

Connally High School, Austin

August 2018 - May 2021

- Track Team 2018- 2019
- Varsity Basketball Team Manager 2018-2019