
Kaylen Jones

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Summary

An enthusiastic and detail-oriented Certified Dental Assistant who is eager to contribute to a positive patient experience. Skilled in record-taking, sterilization procedures, and patient education, and is committed to maintaining the highest standards of patient care and safety. A quick learner with excellent communication skills and a strong desire to grow within the dental field.

Skills

- Teamwork and collaboration
- Problem-solving
- Dependable and responsible
- Calm under pressure
- Professionalism and etiquette
- Appointment scheduling
- Dental imaging
- Patient record and schedule management
- Patient intake procedures
- Chairside assistance

Experience

DENTAL ASSISTANT/ FRONT OFFICE | 10/2025 - Current

Apple Dental - Schertz, USA

- Daily tasks including but not limited to assisting dentist during procedures, preparing examination rooms, sterilizing instruments, scheduling appointments and managing follow ups, patient charting, and other front office duties.

CLERICAL | 07/2024 - 03/2025

Public Defenders Office

- Key responsibilities include managing case files, assisting attorneys, overseeing the preparation and submission of court orders, and performing effective office duties.

Education and Training

Texas Academy of Gene - Dental Assistant

09/2025

St. Martinville Senior High - High School

01/2023

GPA: 3.1 GPA

Certifications

- Dental Assistant Certificate
- Human Trafficking Certificate
- BLS Certificate