
Ke'le Ponce

2405 Mayfield Dr.
Round Rock, TX 78681
(325) 220 - 1444
keleponce@yahoo.com

SKILLS

Hospitality , CPR/BLS Certified, DCS Certified, Leadership , Critical thinking ,
Adaptability , TOAST/POS System

EXPERIENCE

Aspen Dental, Brownwood, Abilene , San Angelo Texas- *Lead Dental Assistant*

May 2025 - May 2026

- 507 W Commerce St., Brownwood Texas 76801 (325) 510 - 3023
- Lead Dental Assistant after 3 months, Organization skills, Assisting dentist in the chair, Setting up & breaking down rooms, Charting, Setting appointments , Greeting patients, Giving dental care instructions, Dentrrix, Denture Educated, FMX

Cattle Drive Cafe - *Server/Hostess/Foodrunner*

August 2023 - March 2026

- 213 S Commercial Ave , Coleman Texas 76834 (325) 625 - 3444
- Hospitality , Communication Skills, TOAST/POS System, Food Handlers Certified, TABC Certified, Phone Calls, Reservations, Bussing tables, Setting tables, 10+ table sections, Fast Paced Environment

Lighthouse Roofing & Exteriors - *Canvasser*

May 2026 - June 2026

- Sales Associate , Door Knocking, Upsailing

Nannying - *Nanny , Babysitting*

5 + years babysitting 2 years nannying

- Nanny/Travel Nanny , CPR/BLS certified, Taking kids to and from school, sporting events & practices, Reliable Transportation , Cleaning/Organizing house , Preparing meals

EDUCATION

Coleman Highschool - *Highschool Diploma*

MONTH 20XX - MONTH 20XX

Nation Honors Society, 4 years Athletics, Athletic Trainer - track 2023-2024 ,
FCCLA , Student Council , One Act Play

Abilene Dentistry School - RDA

March 2025 - May 2025

AWARDS

Lead dental assistant

Honor roll