

## **Avery Michaels**

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Edmond OK, 73013

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### **EXPERIENCE:**

March 2022  
To Present

Comfort Dental- OKC- Dental Assistant/Treatment Plan Coordinator  
Duties - collect payment, verify insurance eligibility, consult patients on their treatment plan, answer phones, check-in patients, clean operatories after each patient, sterilize instruments, take X-Rays, assist in dental procedures, send prior authorizations and claims to insurance companies and collect insurance payments.

August 2020  
To March 2022

Aspen Dental - OKC - Assistant Office Manager  
Duties - Check in patients, collect payment, consult patients on their treatment plan and go over financing options, clean operatories after each patient, sterilize instruments, seat patients, send prior authorizations and claims to insurance companies and collect insurance payments.

August 2018  
To August 2022

Sumo Steakhouse - Edmond, OK - Server  
Duties - Serve multiple customers/tables at once in a timely manner, keep the restaurant clean and organized throughout the shift.

### **EDUCATION:**

2022-Present

University of Central Oklahoma, Edmond, OK  
Pursuing a bachelor's degree in computer science, expected graduation date December 2026 GPA 4.0

2016-2020

Edmond North High School, Edmond, OK  
High School Diploma