Avery Michaels

157 Stonebridge blvd apt 2222, Edmond OK, 73013
(405) 446-4560/averymichaels3633@gmail.com
Github Portfolio: averymichaels.github.io

EXPERIENCE

Lead Dental Assistant /Treatment Plan Coordinator, Comfort Dental   **March 2022 - Present**

- Collect payment, verify insurance eligibility, consult patients on their treatment plan, send prior authorizations and claims to insurance companies and collect insurance payments.
- Manage assistant's schedules and order supplies
- Assist in procedures, take X-Rays, clean operatories after each patient, and sterilize instruments.

Assistant Office Manager, Aspen Dental   **August 2020 – March 2022**

- 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.

Server, Sumo Steakhouse   **August 2018 – August 2022**

- Serve multiple customers/tables at once in a timely manner
- Keep the restaurant clean and organized throughout the shift.

EDUCATION

Bachelor of Computer Science (in progress)
University of Central Oklahoma, Edmond, OK | Expected Graduation Date: December 2026
GPA: 4.0

SKILLS

- Proficient with C++, C#, Java, and Python.
- Familiar with Java Script, CSS, and HTML.
- Experienced with Microsoft Office products, Visual Studio, Visual Studio Code, Linux, and Github.
- Knowledge of software applications and technical processes.
- Strong communication skills, problem solving ability, and can work well under pressure while staying organized.

ACHIEVEMENTS

- National Society of Collegiate Scholars Member   **January 2023 - Present**
- Dean's Honor Roll   **May 2022 - Present**
- Micro-credentials
  - Digital Logic Design: https://www.credly.com/org/university-of-central-oklahoma/badge/digital-logic-design
  - Computer Architecture and Assembly Language Programming: https://www.credly.com/badges/d44bbf03-0a99-44bd-8ec2-7494489c2095/public_url
  - Java GUI and Software Design Pattern: https://www.credly.com/badges/a8db72ae-92b6-48f2-a88b-5e4b9cd45264/public_url

---

PROJECTS

- **Binary Computations Project**
  https://github.com/AveryMichaels/Binary-Computations-Project
- **Credit Card Validation Project**
  https://github.com/AveryMichaels/Credit-Card-Validation-Project
- **Dice Roll Game**
  https://github.com/AveryMichaels/Dice-Roll-Game