

# Avery Michaels

157 Stonebridge blvd apt 2222

Edmond OK, 73013

(405) 446-4560/[averymichaels3633@gmail.com](mailto:averymichaels3633@gmail.com)

Github Portfolio: [averymichaels.github.io](https://github.com/averymichaels)

## 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 <b>GPA 4.0</b> Pursuing a bachelor's degree in computer science. Expected graduation date December 2026.
2016-2020	Edmond North High School, Edmond, OK High School Diploma

## SKILLS:

- I am proficient with C++, C#, and Python.
- I have worked with Microsoft Office products, Visual Studio, Visual Studio Code, and Github.
- I have knowledge of software applications and technical processes.
- I have strong communication skills, problem solving ability, and can work well under pressure while staying organized.