

Avery Michaels

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

EXPERIENCE:

March 2022 To Present	Comfort Dental- OKC Dental Assistant/Treatment Plan Coordinator <ul style="list-style-type: none">• Collect payment, verify insurance eligibility, consult patients on their treatment plan, send prior authorizations and claims to insurance companies and collect insurance payments.• Answer phones and check-in patients.• Clean operatories after each patient, sterilize instruments.• Take X-Rays, assist in dental procedures.
August 2020 To March 2022	Aspen Dental - OKC Assistant Office Manager <ul style="list-style-type: none">• 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 <ul style="list-style-type: none">• 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 GPA 4.0 Bachelor of Computer Science Expected graduation date December 2026.
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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, and Github.
- Knowledge of software applications and technical processes.
- Strong communication skills, problem solving ability, and can work well under pressure while staying organized.