

Avery Michaels

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

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.
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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, and Github.
 - Knowledge of software applications and technical processes.
 - Strong communication skills, problem solving ability, and can work well under pressure while staying organized.
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ACHIEVEMENTS

- National Society of Collegiate Scholars Member **January 2023 - Present**
 - Dean's Honor Roll **May 2022 - Present**
 - Digital Logic Design Micro-credentials **Dec 2024 - Dec 2029**
 - <https://www.credly.com/org/university-of-central-oklahoma/badge/digital-logic-design>
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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>