

ERICA CORONADO

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Professional Summary

Organized, detail-oriented, compassionate, dedicated former back office assistant now Billing Specialist, Office Management, Treatment Coordinator who is very motivated. Enjoy working as a team with others as well as working efficiently on my own. I am seeking a position in the Dental field, where I can develop and excel while giving my best to an employer.

• Skills

Superior computer navigation skills	Dental Radiography certificate
Superior customer service	Dentrix, Eaglesoft, Citrix, PracticeWorks
A/R/Collections specialist	Team leadership Skills
Proactive mindset	Persuasive communication style
Decision-making ability	Accurate and detailed
Superior planner and coordinator	Works well under pressure
Multi-line phone proficiency	Experience in O.S, General, Perio and Pediatric Dentistry

• Work History

Intergrated Core Business Solutions - Peoria, AZ (Remote access from Lake Pleasant Office)
Practice Management/Billing Specialist (Multiple Upstate NY offices – General/Ortho)
04/2017- Present (Part-Time)

Cute Smiles 4 Kids & Orthodontics – Phoenix, AZ
Lead Billing Administrator, [01/2017- 04/2017](#)

Dental Staffing - Valleywide, AZ
Front Office (previously back office) , 10/10- Present

Kidstastic Pediatric Dental – San Tan Valley, AZ
Office Manager/Financial/Treatment Coordinator, 01/2014 to 01/2016

Dental One Partners, Inc. (Stone Creek Dental Care) – Chandler, AZ
Financial/Treatment Coordinator – Back Office Float, 08/2012 to 01/2014

• Education

Dental One Partners, Inc – Chandler, AZ
Treatment Coordinator Course - Certificate : 2013

Lake Norman Dental School - Mooresville, NC
X-ray certification: 2009

Everest College - Merrillville, IN

Dental Assisting Diploma: 2006-2007

South Suburban College - South Holland, IL

General Studies: Criminal Justice, Sociology, Psychology: 2005