**ERICA CORONADO**

**Cell: 623-466-2021 • Chandler, Arizona • ericaacoronado@icloud.com**

**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)**

04/2017-12/2017

**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

**Kidtastic 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