

Erika Avalos

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<https://erikaavalos.github.io/> 

Goal-oriented, team player and self-motivated professional assistant with a strong passion for learning. Years of heavy public contact experience; excellent communication, administrative and analytical skills.

Technical Skills

- HTML & CSS | MySQL
- Visual Studio Code | Git/ GitHub
- Responsive Web Design
- Windows, MacOS, Linux/Ubuntu
- Epic Systems software
- ICD-9 and ICD-10 code
- SEO Keyword Search
- Amazon Web Services

Experience

09/2017 – PRESENT

Parkland Health Hospital- Dallas, TX | BUSINESS SUPPORT

↳ Coordinate with medical staff, assist patient registration/scheduling ensuring HIPAA compliance.

↳ Document patient encounters, calls, and requests. Reply to MyChart messages, verify insurance, sort faxes, review, and sign patient charges. Data entry and payment collection.

↳ Collaborate as a member of the PRN team by providing ongoing assistance and flexibility to several Parkland Clinics; Alternated between Primary Care, Walk-in, Pediatric, Geriatric, Acute Response Clinics. Specialty clinics such as Ophthalmology, Oral Surgery, Oncology, and Internal Medicine.

Technical Projects

11/2021- PRESENT

FreeCodeCamp | Codecademy | ONLINE COURSES

↳ Learned basics of HTML and CSS by using modern techniques, CSS variables and accessibilities.

↳ Applied visual design and created two responsive webpages, a tribute page, and a personal portfolio.

Education

02/2022 | IT Technical Support Certificate | GOOGLE THRU COURSERA

03/2015 | Medical Assistant Diploma | KAPLAN-BRIGHTWOOD COLLEGE

05/2014 | High School Diploma | UPLIFT WILLIAMS PREPARATORY