

ERIKA AVALOS



Byerika.avalos@gmail.com



(469) 662-8583



Carrollton, TX

Profile

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

Professional Experience

Parkland Health Hospital- **Medical Practice Assistant** 09/2017 - Present

- Coordinate with medical staff and assist in patient registration and scheduling ensuring HIPAA compliance. Performed data entry and payment collection.
- Thoroughly document patient encounters, calls, and requests. Reply to MyChart messages, verify insurance, sort faxes, review, and sign patient charges.
- 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.

Education

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|-------------------------------|--------------------------|---------|
| • Google IT Tech Support | Professional Certificate | 02/2022 |
| • Uplift Williams Preparatory | High School Diploma | 05/2014 |

Skills

<u>Medical</u>	<u>Office Tech</u>	<u>Systems</u>
- EPIC Software	- Web Design: HTML & CSS	- Windows, MacOS, Linux
- ICD-9 CM coding	- Visual Studio Code	- Microsoft Office Products & Web services

Projects

Codecademy – Online Course 08/2021 - Present

- Filtered, created, and altered a wide variety of tables with statements and constraints utilizing SQLite.
- Challenges and quizzes include typing queries in SQL language by using various statements to filter data efficiently while incorporating different business scenarios.

FreeCodeCamp- Responsive Web Design Certification 01/2022- Present

- 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.

Google IT Tech Support Certificate- Technical Support Fundamentals 12/2021 - 02/2022

- Familiarized with Operating Systems, virtual machines (Linux/Ubuntu) and networking basics.
- Completed labs and quizzes to precise correctness by taking notes throughout the course.