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Erika Avalos

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

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Skills

- HTML & CSS | MySQL
- Technical Support
- Visual Studio Code | Git/ GitHub
- Responsive Web Design
- Windows, MacOS, Linux/Ubuntu

- Epic Systems software
- ICD-9 and ICD-10 code
- Amazon Web Services
- Microsoft Office Products
- SEO Keyword Search

Experience

09/2017 – PRESENT
Parkland Health Hospital - Dallas, TX | BUSINESS SUPPORT
↳Document patient encounters, calls, and requests. Reply to MyChart messages, verify insurance, sort faxes, review, and sign patient charges. Data entry and payment collection.
↳Coordinate with medical staff, assist patient registration/scheduling ensuring HIPAA compliance.
↳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.
↳Filtered, created, and altered a wide variety of tables with statements and constraints.
↳Challenges and quizzes include typing queries in SQL language by using various statements to filter data efficiently while incorporating different business scenarios.

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