

# PATRICK KEATING

Citrus Heights, CA  
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Currently doing administrative work in an amazing dental office, including marketing, insurance work including payments, scheduling, schedule management for the Doctor and our Hygienist, and customer service.

I am interested in Computer Programming, and am currently learning front end web design and web app design including HTML, CSS, Javascript including Node.js and React, and Python  
Authorized to work in the US for any employer

## WORK EXPERIENCE

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### Front Office Manager

**Dr. Alan Pan DDS**  
May 2017 to Present

Maintain a smoothly running office environment and schedule for Dr. Pan, and our Hygienist. I was also responsible for office marketing, website, and social media accounts. Using HTML, CSS3, and JavaScript, I worked on SEO for the website, PPC Marketing, and content creation. Also responsible for AR, Ledger payments and insurance claim processing.

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### Software Development Intern

**Prifina**  
September 2019 to December 2019

Liberty. Equality. Data.  
Create Documentation for existing code bases and help to develop new features and functions to improve the product.

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### Treatment Coordinator

**RC Dental Group**  
March 2015 to May 2017

2 years 3 months  
Set up and present treatment plans to potential Oral Surgery or Orthodontic patients. Accurately present estimates for dental treatment. Also responsible for growing the schedules for the above specialties by 300%

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### Server/Supervisor

**Brookfields Restaurant**  
December 2006 to March 2015

8 years 4 months

Successfully handle both customer complaints and regular customers with grace. Enable the staff to be successful in their customer relationships as well. In my 8 years at the company, I rose from a Dishwasher to Supervisor at 21 years old, working with people that had been with the company well over 20 years.

## EDUCATION

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### Aeronautical and Astronautical Engineering

Embry-Riddle Aeronautical University

2009 to 2010

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Mesa Verde High School

2005 to 2009

## SKILLS

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- Javascript
- HTML5
- CSS3
- Node.js
- Search Engine Optimization (SEO)
- React

## LINKS

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<http://linkedin.com/in/patrick-keating916>

<https://stackoverflow.com/story/keating916>

## CERTIFICATIONS AND LICENSES

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### Responsive Web Design

November 2019 to Present

FreeCodeCamp

<https://www.freecodecamp.org/certification/keating916/responsive-web-design>

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### Javascript Algorithms and Data Structures

October 2019 to Present

FreeCodeCamp

<https://www.freecodecamp.org/certification/keating916/javascript-algorithms-and-data-structures>

## ASSESSMENTS

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### Human Resources Skills: Compensation and Benefits — Highly Proficient

December 2019

Knowledge of compensation and benefits programs.

Full results: [https://share.indeedassessments.com/share\\_assignment/ukto-9pqbvg6wref](https://share.indeedassessments.com/share_assignment/ukto-9pqbvg6wref)

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### Search Engine Optimization — Expert

December 2019

Interpreting online website performance metrics and understanding search engine optimization tactics.

Full results: [https://share.indeedassessments.com/share\\_assignment/u008tx0c2oqyuono](https://share.indeedassessments.com/share_assignment/u008tx0c2oqyuono)

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### Data Entry Clerk — Proficient

July 2019

Maintaining data integrity by detecting errors.

Full results: [https://share.indeedassessments.com/share\\_assignment/vx9huhixuteo6ipz](https://share.indeedassessments.com/share_assignment/vx9huhixuteo6ipz)

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### Problem Solving — Proficient

July 2019

Analyzing relevant information when solving problems.

Full results: [https://share.indeedassessments.com/share\\_assignment/m-tytihn-5y0o8i3](https://share.indeedassessments.com/share_assignment/m-tytihn-5y0o8i3)

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### Technical Support — Proficient

July 2019

Applying protocols to identify errors and solutions in order to maintain system function.

Full results: [https://share.indeedassessments.com/share\\_assignment/fwd3fgabc4dunv0c](https://share.indeedassessments.com/share_assignment/fwd3fgabc4dunv0c)

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### Data Analysis — Highly Proficient

July 2019

Interpreting and producing graphs, identifying trends, and drawing justifiable conclusions from data.

Full results: [https://share.indeedassessments.com/share\\_assignment/cytlmtxmtvnbt-bg](https://share.indeedassessments.com/share_assignment/cytlmtxmtvnbt-bg)

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