

# Patrick Keating

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## Summary

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

## Experience

prifina

### Software Development Intern

Sep 2019- Present

Prifina - Liberty. Equality. Data.

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



### Front Office Manager

May 2017- Present

Dr. Alan Pan DDS

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.



### Treatment Coordinator

Mar 2015 - May 2017

RC Dental Group

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%



### Server/Supervisor

Dec 2006 - Mar 2015

Brookfields Restaurant

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



### The Odin Academy

2019 - 2020

None, Full Stack Development

Full Stack Web development course using HTML5, CSS3, JavaScript, Ruby, and Ruby on Rails

EMBRY-RIDDLE

### Embry-Riddle Aeronautical University

2009 - 2010

None, Aerospace, Aeronautical and Astronautical Engineering



## Certifications

### **Technical SEO Exam • SEMrush**

Sep 2018 - Sep 2019

### **SEO Fundamentals Exam • SEMrush Academy**

Jan 2019 - Jan 2020

### **DevOps with AWS CodePipeline, Jenkins and AWS CodeDeploy • StackSkills**

Feb 2019 - Present

### **JavaScript Tutorial • SoloLearn**

1024-15577735 • Sep 2019 - Present