

# Michael Phan

518 West Ensueno Ct Gilbert, AZ 85233

Mobile: (480)-745-0146 Email: michaelphan35@gmail.com

## **Profile:**

Organized and self-motivated worker capable of working individually and in a team environment interested in a junior level web development position

## **Education:**

*University of Arizona—Full Stack Coding Bootcamp*

July 2022

- Certificate

*Pima Medical Institute-Mesa, AZ*

February 2020

- Medical Assisting Certificate—GPA: 4.0

*Bachelor of Health Sciences, Arizona State University,*

December 2017

- Major: Health Sciences—GPA: 3.98

## **Skills:**

- Slack
- Git
- JavaScript
- CSS
- HTML
- Nosql andMysql databases
- MERN
- Node
- React
- MongoDB
- PWA
- Express
- API's
- GraphQL
- Redux

## **Professional Experience:**

*Barista,*

April 2022 - May 2022

BobaCutea:

- Solo opened the store for five days out of the week and was responsible for getting things ready for the day
- Managed inventory to keep all ingredients stocked and ready for the week

*Front Desk Manager,*  
Citrus Medical Clinic:

June 2020- May 2021; April 2019—June 2019

- Created training manuals to help train new employees on, insurance verification, scheduling, and payment collection
- Improved how patient protected health information is organized. This improved ease of access to PHI and response time to medical records request from other clinics, insurance

*Front Desk assistant,*  
Vitality Natural Health Care

April 2019—May 2020

- Created a new template for our patient's treatment plan to promote clarity and conciseness in their treatment plans
- Helped supervisor create a shipment checklist that help reduce shipping errors
- Created templates for Dr.'s notes, letters of medical necessity and referral letters that allowed the office to better and more quickly address patient needs

*Barista,*  
Starbucks:

April 2018 – April 2019

- Voluntarily took over tip distribution for the store, refined how tips were counted and trained multiple baristas on tip distribution
- Reorganized the store's inventory room and managed incoming deliveries of incoming supplies alone