

# Michael Phan

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## Education

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### University of Arizona | Bootcamp

*Full Stack Web Development*

**Graduated date: July 2021**

### Pima Medical Institute | Certificate

*Medical Assistant*

**Graduated date: February 2020**

### Arizona State University | Bachelors

*Bachelor of Health Sciences*

**Graduated date: December 2017**

## Hard Skills

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- JavaScript
- CSS
- HTML
- Nosql and Mysql databases
- MERN
- Node
- React
- MongoDB
- PWA
- Express
- API

## Project Experience

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### Spotify Music Search

*Bootcamp Project*

**UofA Bootcamp**

*July 2022*

- Login/Register features
- MongoDB to hold user login information and tracks information
- Restful API's to search track titles—utilized Spotify API
- React made application
- Communication between team members was major focus due to two week deadline

### Web dev social

*Bootcamp Project*

**UofA Bootcamp**

*May 2022*

- Login/Register features
- MySQL database to store user login information and post/comment information
- Ability to interact with other user's post through comments and reactions

## Professional Experience

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*Server*

August 2022-February 2023

Happy Baos:

- Serviced customers by taking their food orders
- Helped train new employees within 2 months of working there

*Barista*

March 2022- May 2022

Boba Cutea:

- Helped open a new branch location in Chandler, Arizona
- Trained new employees
- Tracked and managed inventory and created a new storage setup to maximize the amount of space that was able to be used.

*Front Desk Manager,* April 2019—June 2019; June 2020- May 2021; August 2021—March 2022  
Citrus Medical Clinic:

- 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,*

April 2019—May 2020

Vitality Natural Health Care

- 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,*

April 2018 – April 2019

Starbucks:

- 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