

Michael Brandon Kiefer
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Berkeley, CA 94710

Education

University of South Alabama. Mobile, Alabama.

Graduated in Spring 2013. Bachelor of Arts. French Language & Literature/Studio Art, double-major. GPA: 3.5

Université Paul Valéry. Montpellier, Languedoc-Roussillon, France.

Study Abroad in Spring 2012

Academic Honors

Phi Sigma Iota Honor Society (2013)

Benjamin A. Gilman International Scholarship (2011)

Dean's list, U. of South Alabama (2009, 2010, 2011, and 2012)

Professional Experience

San Francisco Dental Partners, *Treatment Coordinator*. San Francisco, CA (2020 - 2022)

Greeting patients at check-in, correspondence with patients via phone, text, & e-mail, collecting payments, scheduling appointments, setting up insurance benefits, discussing financial arrangements,

Mission Terrace Dental, *Front Office Coordinator, Floater*. San Francisco, CA (2017 - 2020)

Taking x-rays, seating and scheduling patients, leading morning huddles, chart-prepping, entering specialist reports, emailing referrals, ordering office supplies, controlling flow of office, and more.

Berkeley Bowl, *Courtesy Clerk*. Berkeley, CA (Feb 2017 - October 2017)

Assisting in fresh food services and sales. Responsible for quality control and customer satisfaction, inventory management, unloading shipments from distributors, and stocking activities.

Barksdale School Portraits, *Photo Editor*. Philadelphia, PA (2013-2014, 2015-2017)

Developed techniques for automating touch-ups to digital photography. Provided Photoshop expertise for manual photo editing. Updated job status and client database. Managed printing services through paper and ink inventory control as well as printer calibration. Responsible for quality control and customer experience.

Teaching Assistant Program in France, *Teaching Assistant*. Angoulême, France (2014-2015)

Developed course syllabus for teaching English to French elementary and middle school students (aged 5-13). Developed weekly lessons and exercises with a focus on active learning. Lessons emphasized vocabulary, pronunciation and conjugation. Cultural ambassador for special events.

Office of International Education, *Office Assistant*. U. of South Alabama. (2010-2013)

Work-study program- answering/directing phone calls, creating Powerpoint presentations, compiling student survey data, organizing study abroad information guides, and taking messages for office staff.

volaju@gmail.com - Brandon Kiefer - San Francisco

Certifications

EFDA Radiation Safety

Non-Profit

Berkeley Humane, *Canine Care Volunteer*. Berkeley, CA. (2017-Present)

Philadelphia Animal Welfare Society, *Volunteer*. Philadelphia, PA. (2016-2017)

Delta Bike Project Bicycle Co-operative, *Board of Directors and Volunteer*. (2013)

Mobile Hardcourt Bike Polo, *Founder and Administrator*. (2009 - Present)

Software Proficiency

Web Development (Javascript, CSS, HTML)

Adobe Creative Cloud: Photoshop, InDesign, Illustrator, Premiere, Lightroom, and Acrobat

Microsoft Office: Microsoft Word, Outlook, Powerpoint

Google Suite: Docs, Drive, and more.

Typing WPM: **86**

Languages

French (proficient)

English