

Aubre Higginbotham

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SKILLS

Leadership Experience • Communication • Organization • Time Management • Problem Solving • Critical Thinking • People Skills • Marketing • Computer Skills • Adaptability • Flexible Scheduling • Management

PROFESSIONAL EXPERIENCE

Marbella Dentistry — Treatment Coordinator | March 2025 – Present

- Billing and insurance claims
- Daily and monthly reports
- Coordinates office schedule
- Verifies insurance plans

Great Oaks Dentistry — Treatment Coordinator | August 2024 – March 2025

- Verifies insurance plans
- Billing and insurance claims
- Receptionist duties and tasks
- Coordinates office schedule
- Checks patients in and out
- Creates formatted referrals

Monarch Dental — Patient Service Representative | February 2024 – August 2024

- Verifies insurance plans
- Receptionist duties
- Checks patients in and out
- Schedules appointments for multiple doctors in general dentistry, orthodontics, and periodontics
- Coordinates schedules
- Billing and insurance claims
- Maintains patient records
- Coordinates referrals

American Health Imaging — Patient Service Representative | May 2023 – February 2024

- Verifies insurance plans
- Receptionist duties
- Enters medical scan orders based on diagnosis
- Checks patients in and out
- Performs patient service representative duties

The Blushing Angel Boutique, New Braunfels — Online Boutique Owner | October 2022 – Present

- Online marketing
- Tracks inventory and finances
- Customer service
- Creates monthly goals and reports
- Creates invoices
- Trains staff members
- Manages marketing and sales

Kresta Poultry, New Braunfels — Assistant (Part-Time) | July 2020 – June 2022

- Accounts payable and accounts receivable (AP/AR)
- Customer service
- Schedules meetings and appointments
- Prepares management reports

EDUCATION

Opelousas Catholic School — Opelousas, Louisiana

High School Diploma | May 2022