

MICHELLE BERTHIAUME

Tulsa, OK

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github.com/MichelleBert17/Portfolio

EDUCATION:

Diploma in Computer Science and Full-Stack Development, Atlas School, Tulsa, OK

Paralegal Certificate, UMass Lowell

Financial Specialist Certificate, Lowell Vo-Tech. Tyngsborough, MA

B.A. International Administration, New England College, Henniker, NH

SKILLS:

Programming Languages & Frameworks: C, C#, Python, JavaScript, SQL, TypeScript, .NET, Node.js, React, HTML, CSS

Technical Tools: API Integration, Git, GitHub, Project Management, Digital Communication, REST APIs, Postman,

Professional Strengths: Teamwork, Communication, Adaptability, Leadership, Time Management, Customer Service, Mentorship, Problem-Solving, Fast-Learner

EXPERIENCE:

Receptionist

HTR Pediatric Therapy Tulsa, OK, 2025-26

- Welcomed and assisted patients and families, ensuring a positive and professional front-desk experience
- Managed incoming phone calls and general office communications
- Provided administrative support to maintain efficient daily operations in a healthcare setting

Second Grade Teacher

Tulsa Classical Academy Tulsa, OK, 2023-2024

- Delivered instruction across all core subject areas, creating engaging and structured lesson plans
- Managed classroom operations while fostering a positive and inclusive learning environment
- Assessed student progress and adapted teaching strategies to meet diverse learning needs

Job Coach

A New Leaf Broken Arrow, OK, 2022-2023

- Coached and supported adults with physical and mental disabilities in achieving personal and professional development goals
- Provided individualized guidance to strengthen workplace readiness and life skills
- Advocated for client needs while fostering confidence and independence

Licensed Insurance Agent and Unemployment Adjudicator

Alorica Tulsa, OK, 2020-2022

- Assisted clients with Medicare sales, policy education, and enrollment processes
- Conducted unemployment adjudication reviews, ensuring compliance and accurate case handling
- Delivered high-quality customer service in a fast-paced call center environment

Data Entry Clerk and Shipping Clerk

The Book Cellar, Nashua, NH, 2015-2020

- Maintained accurate records by entering book data, including cost, sourcing, and condition, into company databases
- Organized inventory and fulfilled customer orders through efficient shelving and retrieval processes
- Managed shipping logistics to ensure timely and accurate delivery

Public Relations Liaison (Volunteer)

Light of the World Christian Church Milford, NH, 2014-2019

- Built partnerships with businesses, media outlets, and community groups to promote annual events
- Managed social media outreach to increase visibility and engagement
- Supported event marketing strategies to strengthen community participation