

# LAIS DA SILVA MILLER

Atlanta, GA 30327 | laisspira@gmail.com | (513)306-9117 | [LinkedIn Profile](#)

---

## EDUCATION

**Georgia State University | Atlanta, GA | B.I.S. in Clinical Informatics | Current GPA: 4.0** **May 2025**

- **Coursework:** Health Data Security and Privacy, Electronic Health Records (EHR), Healthcare Information Technology (HIT), Health Information Management (HIM), Tableau, Health Policy and Law.
  - **GSU Group Project:** Led the "FindCrime" Application, a criminal data analysis application for identifying crime trends in Atlanta (2020-2021) using Microsoft SQL Server Management Studio.
  - Normalized and analyzed datasets, and presented data-driven recommendations for improved resource allocation, crime prevention, and public safety strategies.
- 

## EXPERIENCE

**Health Executive Intern at Hight Health | Atlanta, GA** **Jan 2025 – Present**

- Supports large-scale healthcare projects, focusing on finance, marketing, and business development.
- Reviews standard operating procedures and processes to identify and implement improvements.
- Manages budgets, coordinate leadership meetings, and track project progress.
- Participates in events to advance healthcare access for underserved communities.
- Analyzes financial data to optimize organizational efficiency through data-driven recommendations.

**Lead Dental Assistant at Michael Bens DMD PC | Sandy Springs, GA** **Jan 2020 – Present**

- Coordinates clinical procedures and manages patient care for 128 monthly patients, supporting front-end revenue cycle processes and maintaining data for over 400 patients monthly.
- Expert in Eaglesoft EHR and HIE systems, ensuring HIPAA-compliant data sharing among healthcare providers and contributing to high patient satisfaction through excellent care.

**Lead Oral Surgery Assistant at Bamidele J Apapa DDS | Dayton, OH** **Oct 2017 – Nov 2019**

- Supervised surgical teams to optimize procedures and patient care for 200 patients monthly.
- Supported over 2,400 complex surgeries with effective teamwork and communication.

**Dental Assistant at Cazelato Dental Clinic | Piracicaba, SP, Brazil** **Mar 2010 – Aug 2014**

- Managed clinical schedules, maintained patient records, and provided support for dental procedures.
- 

## VOLUNTEER EXPERIENCE

**Secretary of Student Health Informatics Association (S.H.I.A.) GSU | Atlanta, GA** **Aug 2024 – Present**

- Manages official communications, organizes meeting minutes, and maintains membership records.
  - Coordinates events and ensures accurate documentation using Google Docs.
- 

## SKILLS

- **Technical Skills:** Health Information Systems (HIS), Proficiency in Microsoft Office, Data Entry, HIE, SQL Server Management Studio, Telehealth, Data Management, Data Analysis.
- **Healthcare Skills:** HIPAA Compliance, Healthcare Compliance, Medical and Dental Terminology, Healthcare Management, Healthcare Analytics, Business Processes, Quality and Safety.
- **Other Skills:** Bilingual in Portuguese and English, Leadership, Project Management, Customer Service, Team Collaboration, Detail Oriented, Flexibility, Problem Solving, Critical Thinking.