

# Michelle L. Riggs, RMA

Dawes Fretzin Clinical Research Group, LLC  
7910 North Shadeland Avenue  
Indianapolis, Indiana 46250  
Phone (317) 516-5030 Ext. 104  
Fax (317) 516-5031  
Email: mgaidzik@ecomunity.com

Dawes Fretzin Dermatology Group, LLC  
7910 North Shadeland Avenue  
Indianapolis, Indiana 46250  
Phone (317) 516-5030 Ext. 104  
Fax (317) 516-5031

---

## Education

Platt College, (Ontario, CA)  
Medical Assistant AS Degree, 2010

Remington College (Baton Rouge, LA)  
Medical Billing and Coding, November 2013

## Professional Experience

**Dawes Fretzin Clinical Research Group, LLC** (Indianapolis, IN)  
*Study Coordinator, September 2023-Present*

**Dawes Fretzin Dermatology Group, LLC** (Indianapolis, IN)  
*Research Assistant, September 2023-Present*

**Dawes Fretzin Dermatology Group, LLC** (Indianapolis, IN)  
*Supervisor Operations Assistant, November 2022- September 2023*

**Surgical Care Affiliates** (Indianapolis, IN)  
*Administrative Assistant, May 2021-June 2021*

**TrustWealth Strategies, LLC** (Indianapolis, IN)  
*Senior Executive Assistant, November 2019- May 2021*

**IU Health Physician** (Indianapolis, IN)  
*Physician Operations Assistant and Medical Assistant, July 2014- November 2019*

**Renown Health** (Reno, NV)  
*Patient Care Coordinator, February 2014- June 2014*

**Dr. Charles Bolotte** (Belle Rose, LA)  
*Front Office Medical Assistant, August 2012- June 2013*

**Assumption Community Hospital** (Belle Rose, LA)  
*Admissions Representative, April 2012-August 2012*

**West Coast Surgical Specialist** (Murrieta, CA)  
*Front and Back Office Medical Assistant, July 2010-August 2011*

*Michelle Riggs  
12/16/2024*

# **Michelle L. Riggs, RMA**

## **License/Certifications**

CITI Certification, August 2023  
ACLS Certification  
IATA Certification  
BLS Certification