

Ryan Wehrle

Thornton, CO 80241
wehrler75@gmail.com
+1 303 877 5018

Highly-motivated employee with desire to take on new challenges with a background providing office management, customer and administrative support. Polished in scheduling meetings, maintaining calendars, answering phones, proficient in various software and report generation. Strong work ethic, adaptability and exceptional interpersonal skills. Adept at working effectively unsupervised and quickly mastering new skills.

Work Experience

Administrative Assistant/Accounting

ATLAS CPA's - Westminster, CO

July 2023 to Present

- Provide the highest standard of customer service.
- Build lasting relationships.
- Schedule appointments for 3 CPA's and 2 accountants.
- Manage multiple phone lines.
- Interview clients to see if we are a good fit and who would best fit their needs.
- Take inventory and order supplies needed for the office.
- Keep accurate and up-to-date records i.e. address, phone number, email address etc.
- Set up tax projects to allow CPA's to log time and track files.
- Checking in clients by collecting tax forms and processing them to the CPA's.
- Familiar with mailing of regular and certified mail, receiving packages, scanning, faxing, copying, and filing.
- Create, process, and send the invoices to the clients.
- Familiar with AR and AP processes.
- Attend weekly meetings and talk about strategies, goals and how to best meet them

Medical Administrative Assistant/Customer Care

Boulder/Denver Allergy and Asthma - Lakewood, CO

August 2018 to July 2023

- Provide the highest standard of customer service.
- Build lasting relationships.
- Schedule appointments for 7 locations.
- Manage multiple phone lines.
- Verify insurance coverage.
- Take and order inventory.
- Keep accurate and up-to-date records.
- Triage.
- Collect medical information and insurance details.
- Familiar with mailing, receiving packages, scanning, faxing, copying and filing.

Medical Administrative Assistant

Park Nicollet - Edina, MN

- Answered phone calls to schedule, cancel and reschedule.
- Updated patient accounts and information daily.
- Reached out to patients to confirm times and instructions.
- Maintained accurate and confidential files.
- Maintained inventories.
- Replenished office supplies.
- Communicate with patients via portal, phone or email.

Biology Lab Assistant

Saint Paul College - Saint Paul, MN

Rocco Altobelli Salon | Edina, MN Nail Technician

Operations and Banquet Manager

Radisson Hotels, LLC - St. Paul, MN

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Wildside Caterers | Saint Paul, MN Banquet Manager /Banquet Houseman

Operations Manager

Volume Services America - El Paso, TX

Education

Associates Degree in Medical Office

Saint Paul Community and Technical College - Saint Paul, MN, US

March 2014

High School Diploma

Pomona High School - Arvada, CO, US

Skills

- Multi-Line Phone Operations
- Recordkeeping
- Problem-Solving
- Organization and Time Management
- Detail-Oriented
- Supply Ordering
- Critical Thinking
- Technologically Savvy
- 10-Key Proficiency
- Prioritizing
- Computer Proficiency
- Adaptable and Flexible
- Management

- Appointment Scheduling
- Clerical experience
- Adobe Acrobat
- Microsoft Access
- DocuSign
- Medical records
- Customer service
- Office management
- HIPAA
- Cash handling
- Training & development
- Windows
- Data management
- Sales
- Microsoft Excel
- ICD-10
- Medical coding
- EMR systems

Certifications and Licenses

Driver's License