

Amanda L. Ehlers

Resident of Berthoud, CO 970-443-7529 aehlers316@gmail.com

EXPERIENCE:

Care Provider and Office Assistant, Always Best Care Senior Services, Longmont, CO May 2018 - Present

- Liaison between the Medical Department and clients
- Generating and maintaining client agreements and instructions for staff
- Record Management of computer generated documents of a confidential / sensitive matter
- FY Budget/Financial reconciliation utilizing QuickBooks and 10 Key
- Maintaining office filing systems and directories
- Inventory and purchase of office/medical supplies and equipment
- Vendor and purchase tracking, maintain record Retention System
- Payroll administrator/timekeeper, good bookkeeping knowledge
- Billing of multiple clients, maintenance of in-office filing and record keeping system for client invoicing
- Provides telephone support; manages queries, assumes responsibility for copying, faxing, and developing and maintaining filing systems

Equine Care, Horse Care Assistant, Berthoud, CO July 2005 - Present

- Trained young dressage and sport horses and prepared them for competition
- Maintained stables and ensured that horses were, fed, bathed and cared for appropriately
- Distributed necessary medication and checked for possible injuries
- Provided riding instruction
- Kept up to date and accurate documentation of equine health, diet, and behavior, and administered prescribed medications to horses.
- Monitored daily operations and upkeep

Administrative Assistant, Alternatives to Violence, Loveland, CO Dec. 2016 - Dec. 2017

- Executes administrative tasks which may involve exposure to highly confidential information
- Prepares correspondence, spreadsheet reports and presentations as directed
- Provide general administrative support to the Medical Affairs operations team
- Extensive working knowledge of MS Word, MS Outlook (or equivalent)
- Proven communication skills both written and verbal
- Handle billing process for medical office - taking in payments from clients and billing clients as well as insurance companies

Admin Assistant, Center for Neuro-rehabilitation, Fort Collins, CO Mar. 2011 - July 2013

- Responsible for managing billing process for medical office - taking in payments from clients and billing clients as well as insurance companies, perform data entry
- Multitasking while considering medical information presented by medical staff
- Prepare treatment rooms for examinations, keep rooms and lobby clean and well organized

VOLUNTEER:

Group Leader/ Teacher, Foundations Church, Loveland, CO May 2017 - Current

Group Leader/ Teacher, Life Spring Church, Loveland, CO July 2015 - May 2017

EDUCATION:

- Associates Degree in progress, Major in Psychology - Colorado State University, Fort Collins, CO
>Coursework included Medical Terminology and Ethics
- Front Range Community College, Fort Collins, CO
> Coursework included: General Psychology and Developmental Psychology
- Victim Assistance Training Certifications