

# Ashley Grunert

Saint Joseph, MO 64503

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Friendly outgoing administrative assistant eager to use over 15 years of skills in customer service, leadership, and problem solving skills to further my career.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

## Work Experience

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### **Administrative Assistant**

Foundation Recovery Community Center

September 2019 to Present

Formulated new paper and electric filing systems for consular. Updated accounts payable spreadsheets. Performed everyday office duties; faxing, copying, and printed items. Scheduled sessions between clients and consular to oversee their personal treatment plans.

### **Personal Assistant /Caregiver**

In Care of Mrs. Catherine Lawrence

January 2015 to August 2019

Replaced supervisor who managed, oversaw, and scheduled work hours for three PCA's to ensure Mrs. Lawrence received 24/7 care. I Documented vital signs, medication use, & implemented physical therapy exercises.

### **Charge Off Prevention Specialist & Peer Trainer**

S.S.T

March 2003 to November 2014

Handled past due and current accounts on auto and credit card loans. Met & exceeded in monthly goals set by management. Was chosen to implement credit card merger. Downloaded & updated computer software programs implemented TSYS system. Received four promotions while employed there.

## Education

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### **12**

Central High School

May 2003

## Skills

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- Customer service
- Personal Assistant Experience

- Accounts Payable
- Caregiving
- Vital Signs
- Accounts Receivable
- Administrative Experience
- Microsoft Excel
- Front desk
- Microsoft Word
- Typing
- Medical Billing
- Microsoft Outlook
- Bookkeeping
- Office experience

## Certifications and Licenses

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### **CNA**

### **First Aid Certification**

### **CPR Certification**