

Tietchka Ryan

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As a Geoscience major, I am eager to gain practical experience in internships that focus on environmental sustainability and contribute to my professional development. I possess excellent research and analysis skills, as well as strategic thinking and leadership abilities. I am committed to gaining as much experience as possible before entering the workforce, and I am a quick learner who is always ready to share positive energy and innovative ideas. My ultimate goal is to create a better earth for future generations, and this is what drives me to pursue a career in this field.

As a job seeker, I have a proven track record of meeting company needs through consistent and organized practices. I work well under pressure and am adept at adapting to new situations and challenges to enhance the organizational brand. I am highly organized, motivated, and eager to apply my time management and organizational skills in diverse environments. I am seeking entry-level opportunities to expand my skills while contributing to the growth of the company.

Work Experience

Global Intern

Mission University - Nebraska

March 2023 to June 2023

Global Intern Core Role Responsibilities:

- Promote the continued refinement of the Mission University Global Internship Program by identifying areas for improvement and implementing effective strategies.
- Develop and cultivate travel scholarship resources to support other interns, including researching available funding opportunities and providing guidance on the application process.
- Work with our partners and their communities to identify their needs and develop educational and service projects that address them, while building meaningful relationships with these stakeholders.
- Increase the quality, availability, and effectiveness of educational and community-based programs by collaborating with other team members, conducting thorough research, and leveraging technology where appropriate.
- Promote the well-being of our interns and the communities we serve by fostering a culture of inclusivity, offering support and resources as needed, and prioritizing ethical and sustainable practices.

Verification Specialist

HDIS - St. Louis, MO

January 2011 to March 2015

- Conducted blood glucose tests and accurately recorded the results in the patient's medical records.
- Gathered comprehensive information about the client's medical history, drug history, complaints, and allergies, ensuring that all relevant data was documented accurately and securely.
- Developed clear and measurable departmental goals, objectives, standards of performance, policies, and procedures that aligned with organizational priorities, best practices, and regulatory requirements.

- Fostered effective communication and collaboration with physicians, ensuring that client satisfaction was maximized and all care was delivered in accordance with established standards and guidelines.
- Completed all necessary claims paperwork, documentation, and system entry with a high degree of accuracy and attention to detail, ensuring that all claims were processed correctly and in a timely manner.
- Verified patient eligibility and claims status with insurance agencies, ensuring that all claims were submitted with the correct information and that the patient's financial responsibilities were clearly communicated.
- Maintained strict patient and physician confidentiality, ensuring that all information was handled ethically, legally, and in accordance with applicable regulations and guidelines.

Leasing Consultant

Ashby Heights Apts

December 2009 to October 2010

- Managed office supplies, vendors, organization, and upkeep, ensuring that all office operations ran smoothly and efficiently.
- Answered and managed incoming and outgoing calls, recorded accurate messages, and responded to inquiries in a professional and courteous manner.
- Conducted final move-out walk-throughs for tenants, ensuring that all units were clean, well-maintained, and ready for the next tenant to move in.
- Introduced and monitored effective lease renewal programs, working with tenants to ensure that their needs were met and that occupancy rates remained high.
- Carefully screened applicants for tenancy, verifying their income, credit history, and rental history to ensure that they were suitable candidates.
- Verified that all customer complaints were handled promptly and appropriately, resolving issues to the satisfaction of all parties involved.
- Communicated effectively with owners, residents, and on-site associates, providing regular updates, addressing concerns, and fostering positive relationships.
- Followed up on delinquent tenants and coordinated collection procedures, ensuring that rent was collected in a timely and effective manner.

Education

Bachelor of Science in Geosciences

Southern New Hampshire University - Manchester, NH

Skills

- Data Entry and Review
- Verbal and Written
- Analytical Thinking Communication
- Documentation and
- Documentation and Correspondence Recordkeeping
- Customer Service
- Attention to Detail

- Coverage and Authorizations
- Communication and
- Database Management Interpersonal Skills
- Data Entry
- Medical Terminology
- Data Review and Analysis
- Relationship Building
- Problem-Solving
- Schedule Management
- Data Analysis
- Research
- Presentation Skills