

# Ryan Lertola

[PUT WEB ADDRESS HERE]

[rlertola@gmail.com](mailto:rlertola@gmail.com)

480-326-6124

## Skills

**Technologies**      Javascript, HTML/CSS, React, Mongo, Express, Node, Flutter development with Dart.

## Experience

### **Web Development - Studying**

8/17 - present

Recently completed and received certificates for the Treehouse Fullstack JavaScript Techdegree program, and the App Brewery Flutter development bootcamp.

### **ATeam HQ - Administrative Assistant**

11/15 - 7/17

Worked remotely doing various project management tasks including assisting multiple silicon valley tech companies with accounting, bookkeeping, data management, document generation, expense reporting, IT help, customer support

### **Northsight Management - Regional Coordinator**

02/14 – 08/15

Recruited, trained and managed 200+ vendor network to maintain bank-owned properties across five states. Scheduled and monitored progress and completion of orders assigned. Rescheduled as needed and prioritized urgent orders. Organized vendor recruitment needs. Coordinated with several company departments to better serve clients. Resolved vendor problems, educated on order details and service issues. Handled performance management of vendors. Maintained vendor records and up-to-date account information in Salesforce.

### **The Meyerson Law Firm - Legal Assistant/Office Manager/Marketing**

01/13 – 02/14

Developed new business through several channels including online promotion and attending networking events. Managed Social Media including Twitter, Facebook and LinkedIn to promote brand. Assisted attorneys and paralegals with scheduling, legal research, client correspondence, and court filings. Administrative duties including maintaining filing system and client database.

## Education

### **Western Michigan University - Kalamazoo, MI**

Graduated 2001

Bachelor's of Business Administration - Marketing major.