



MEGAN REEVES, M.ED, CHES

WELLNESS ADVOCATE

Profile

As a wellness advocate, I specialize in executing organizational goals and collaborating with underserved communities. With over five years of project management experience, I am seeking an opportunity to join a new health promotion team. I am willing to relocate or work remotely.

EXPERIENCE

HEALTH PROGRAM MANAGER

Brilliant Detroit
2019 - 2023

- Lead a pilot community-based project and doubled the number of neighborhoods reached within one fiscal year.
- Established and maintained five additional new health partners to provide programming across 13 neighborhoods.
- Co-written several grants applications to secure six-figure funding for three consecutive years.

MEDICAL RECEPTIONIST

Children's Eye Care, P.C.
2017 - 2019

- Managed and scheduled appointments for eight pediatric ophthalmologists in four metro Detroit offices.
- Scheduled and requested completed CT/ MRI imaging for all Detroit patients.
- Assisted in training new employees on front desk operations.

CLINICAL CODING SPECIALIST

Michigan Institute of Urology
2015 - 2017

- Translated medical records into ICD-10 values and billed them to insurance companies.
- Provides technical guidance to physicians and other staff in identifying and resolving coding issues
- Consulted with physicians to verify services rendered and documented.



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EDUCATION

MASTER OF EDUCATION

Wayne State University
2016 - 2018

BACHELOR OF SCIENCE

Grand Vally State University
2010 - 2014

CERTIFICATIONS

CERTIFIED HEALTH EDUCATION SPECIALIST (CHES)

National Commission for Health Education Credentialing, Inc.
April 2021

SERVSAFE MANAGER

National Restaurant Association
March 2019

SKILLS

- Project Management
- Grant Writing
- Curriculum Development
- Microsoft 365
- Google Workspace
- Canva
- Creative Problem-Solver