

DENYEL REED

denyel@me.com

KEY QUALIFICATIONS

Event Planning & Coordination (10+ yrs.); Relationship Management including Alumni, Donors, Volunteers, Vendors & Sponsors, Budget Tracking, Contract Negotiation, Sales/Catering, Program Development & Supervision and Training & Facilitation

Database Management, Reporting & Evaluation, Microsoft Office Proficient, Social Media
Willing to travel with valid driver's license

ICD 9 CM, CPT/HCPCS

Quadra MED, 3M familiarity

Detail Oriented, Analytical, Strategic and Goal Driven

EMPLOYMENT

- Central States SER: Put Illinois to Work
Peer Training Facilitator
April, 2010 – July, 2010
- INROADS
Regional Coordinator (Great Lakes Region-Illinois, Indiana, Wisconsin, Minnesota)
August, 2006 – May, 2009
- Guckenheimer, Inc. (Vendor for CNA Insurance)
Conference Center Coordinator
July, 2005 – August, 2006
- DePaul University Alumni Relations & Networks
Administrative Coordinator
January, 1999 – June, 2005

TRAINING & EDUCATION

- Chicago Career Tech **Medical Coding Specialist Training**
Accretive Health, Inc.
October, 2011 – May, 2012
AHIMA CERTIFICATION: Certified Coding Associate, CCA
- Harold Washington College
Hospitality Management Program
August, 2009 – May, 2011
Hospitality Certifications: Sanitation License, NRAEF ManageFirst: Controlling Foodservice Costs-Inventory & Purchasing; AH&LA Educational Institute: Introduction to Hospitality-Sales & Marketing