

PROGRAM MANAGER

Highlights

- Microsoft Outlook and Office Suite
- Salesforce
- Electronic health records
- SurveyMonkey
- 3 Health Portal Client Configuration Center (C)
- Various Social Media Platforms
- Various Reporting & Data Collection Software
- WebEx
- Piktochart
- Prezi
- Adobe Acrobat Pro
- PeopleSoft
- WordPress
- Weebly
- Marissa A. Kalkman 3

Accomplishments

- Level 1 Trainer (CF-L1), CrossFit, Inc.
- Current) CPR, AED, First Aid, American Heart Association (Current) Wellcoaches Core Coach Training, Wellcoach School of Coaching (In progress March July 2016) @ Community Involvement & Leadership: Colorado Society for Public Health Education, Board of Directors Continuing Education Chair (2015 Current) Public Health in the Rockies Conference Planning Committee (2015 Current) Sponsorships and Exhibitors Sub-Committee Continuing Education and Evaluation Sub-Committee.

Experience

11/2015 to Current

Program Manager Company Name - City , State

- Manage a \$600,000 grant contract to plan, implement and evaluate a tobacco cessation program in a community mental health center serving three counties in the greater Denver area Collaborate with community partners and internal clinical staff to facilitate systems changes for improved tobacco cessation Hire, train and supervise a team of three Tobacco Cessation Coaches Coach consumers who use tobacco and are working toward quitting in one-on-one sessions or group classes Develop a detailed evaluation plan and achieve measureable outcomes in the tobacco cessation program Create and present training on the best practices for tobacco cessation for all clinical staff center-wide.

06/2015 to Current

Fitness Coach Company Name - City , State

- Coach six group classes per week in the following formats: CrossFit, Boot Camp, KidFIT, Fundamentals, Strength) Alere Health / Optum, Telecommute Position in Denver, Colorado (August 2014 November 2015) Health Promotion Program Manager and Total Account Manager Strategic program and relationship manager for seven diverse corporate and public sector clients Design and deliver best practice health promotion programs including marketing and communication strategy, program evaluation, and outcomes analysis Manage various contracted services including disease management, healthy lifestyle coaching and online wellness portal Collaborate with internal and external stakeholders to drive success of programs based on the unique needs, resources and goals of each client and best practices for health management Health Promotion subject matter expert in response to requests for proposal and sales presentations Train and supervise a direct report employee Provide leadership to the client team for the State of Kansas employee wellness program.

11/2012 to 08/2014

Program Manager Company Name - City , State

- Managed the State of Kansas comprehensive wellness program servicing 72,000 total state health plan members Interpreted and delivered program summary reports and participation metrics on a weekly and monthly basis and presented annual program outcomes Led the client team in program operations, issue resolution, change requests and project coordination Executed ongoing program evaluation using population health risk data, benchmark assessments and surveys Implemented marketing and promotional campaigns using multiple channels including social media Developed continuing education and facilitated training meetings for over 100 Wellness Champion volunteers Presented instructional program training and health topic seminars including healthy eating, physical activity, tobacco cessation, goal- setting, women's health, peer leadership and wellness at work.

02/2011 to 11/2012

Health Risk Solutions Consultant Company Name - City , State

- Advised corporate clients in wellness program design and integrated incentive strategy based on the client's unique demographics, culture, industry, health data, claims and condition prevalence Presented the business case for employee health management to key stakeholders within the clients' organizations such as C-suite executives and Benefits/Human Resources teams Managed projects for multiple clients simultaneously including marketing and evaluation of wellness vendors, program implementation, budget planning, process timelines and service coordination Developed presentations to convey best practices, recommendations, data analysis and industry trends Supervisor, mentor and project coordinator for the Health Risk Solutions graduate intern.

08/2009 to 01/2011

Health Education Specialist Company Name - City , State

- One of six team members to develop and launch the Blueprint for Wellness Map product suite consisting of health education services for employer clients based on behavior change and adult learning theories Built an assessment tool and summary report for organizational culture and environment Researched characteristics and challenges of specific employee segments and developed recommendations for health promotion among these unique groups Analyzed employee biometric data and presented aggregate results and insights to clients.

07/2007 to 05/2009

Graduate Assistant Company Name - City , State

- Personnel and Programming Management Hired, trained, and supervised 70 student employees and managed payroll and scheduling Established a campus body image awareness campaign, Celebrate EveryBODY, during National Eating Disorder Awareness Week; th the campaign is now an annual event in its 8 year in 2016 Advised the Strength and Conditioning Council and the Body Image Awareness Student Committee Created and implemented the CircuitStrength fitness program and taught group exercise in multiple formats Worked with campus partners to administer the early stages of a faculty and staff wellness initiative.

Education

May 2009

Master of Science : Applied Health Science, Health Promotion Indiana University - City , State
Applied Health Science, Health Promotion

2008

Graduate Assistantship - Fitness and Wellness, IU Campus Recreational Sports (2007 - 2009) Fitness and Health Promotion Internship, Lutheran General Hospital in Park Ridge, Illinois
May 2007

Bachelor of Arts : Psychology Public Health Education Indiana University - City , State
Psychology Public Health Education

M aster Certified H ealth Education Specialist (M CH ES), National Commission for Health
Education Credentialing(Current) Certified Exercise Physiologist (ACSM EP-C), American College
of Sports Medicine (Current)

Professional Affiliations

Society for Public Health Education, Professional Member (Current) American College of Sports Medicine, Alliance Professional Member (Current) International Association for Worksite Health Promotion, Professional Member (Current) WorkWell Shawnee County, Worksite Wellness Coalition of Employers in Topeka, Kansas (2012-2014) Various Gyms, Nutrition Educator, Blog Author Coach, Functional Movement Seminar Leader (2011-2013) Junior League of Kansas City, Member and Volunteer (2010-2012) Graduate Assistant Association, Treasurer (2008-2009), Scholarship Chair (2007-2008) Alpha Omicron Pi Women's Fraternity, Beta Phi Chapter President (2005-2006) Marissa A. Kalkman 2

Skills

Adobe Acrobat, Benefits, Blueprint, budget planning, business case, C, Coach, coaching, Council, Client, clients, data analysis, Data Collection, disease management, Electronic health records, Health Education, Health Promotion, health promotion programs, Human Resources, Image, leadership, marketing, marketing and communication, meetings, mental health, mentor, Office Suite, Microsoft Outlook, organizational, payroll, PeopleSoft, Personnel, Physiologist, presentations, program design, program evaluation, program implementation, Programming, project coordination, proposal, Reporting, sales, scheduling, seminars, Social Media Platforms, strategy, Strategic, Supervisor, surveys, unique