

Megan E Lloyd  
**Photographer + Office Coordinator**  
Baltimore, MD  
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Lloyd worked as a freelance photographer for Baltimore City paper for four years until the paper came to a close in 2017. In addition to Baltimore City Paper, Lloyd's photographs have also been published in BUST mag, Marie Claire, She Shreds Mag, Vice, Noisey and Spin Magazine.

Lloyd has utilizes both digital and film formats while typically incorporating natural scenery or styling, when photographing the Baltimore Rap, Punk and art scene, as well as local businesses such as Milk & Ice Vintage and entrepreneur head shots. As a musician herself, she finds working with musically energized subjects, inspirational and motivating.

## **Work Experience**

### *Office Coordinator*

Ruscombe Mansion + The Raphael Clinic in Baltimore, MD

*March 2018-present*

Working in integrative medicine patient care and medical billing, in addition to other office duties such as web design and customer service.

### *Office Coordinator*

Charm City Natural Health - Baltimore, MD *September 2016 to January 2018 (left to pursue freelance photography career)*

### Job Responsibilities:

- Provide excellent customer service in-person and on the phone
- Communicate effectively and problem solve
- Anticipate customer needs and act to fulfill them
- Ability to multi-task
- Open office
- Order office supplies
- Check voicemail box, answer phone calls from customers and businesses, check emails, fax, and snail mail.
- Assist with office mailings, electronic newsletters, and social media postings
- Provide patient administrative services
- Schedule patient visits using EMR software
- Chart prep
- Receive and greet patients at the clinic
- Assist patients with filling out paperwork in-person and online
- Sending patient correspondence via EMR portal and snail mail

- Check Lab portals and upload to patient charts in EMR
- Update Lab Result Tracker Spreadsheet to ensure lab results are back for visits
- Send, receive, and track patient records requests and visit summaries to consulting clinicians
- Scan medical records and other documents into EMR
- Check out patients after visit, receive payment, and schedule follow up visits
- Dispense supplements to patients and receive payment • Interface with other businesses
- Maintain referral database
- Assist providers with professional schedules
- In-house Natural Medicines Dispensary
- Maintain current CPR training, paid for by CCNH o HIPAA Patient Privacy Training, provided by CCNH • Run local errands on an as needed basis in local area (ie, post office), transport paid for by CCNH

Freelance Photographer/Photo Editor

Baltimore City Paper - Baltimore, MD

*2014 to 2017*

Photographed for Baltimore City Paper on-call for local events and portraits needed for publications.

Natural Cleaning Specialist

Ecolistic Cleaning - Baltimore, MD

*June 2013 to September 2016*

Clean and tidy houses with EcoFriendly, natural, nontoxic products.

Sports Photographer and Officer Coordinator

Sports Memories (Seasonal) - Baltimore, MD 2012 to May 2015

## **Education**

*Bachelors of Fine Art in Photography*

University of Maryland Baltimore County - Baltimore, MD

August 2009 to May 2013

*Associate of Arts Degree*

Anne Arundel Community College

August 2006 to May 2009

*Diploma*

South River High School

August 2002 to May 2006

## **Skills**

Mac OS X (13+ years), Adobe (10+ years), Office Management (7 years), Photography (15+ years), Photoshop (10+ years), Customer Service (10+ years), Multi-Line Phone System (5 years), Medical Records (3 years), Medical Billing (5 years), Medical Coding (5 years), Medical

Terminology (5 years), Patient Scheduling (6 years), Patient Education (6 years), Patient Care (6 years), Social Media Management (7 years), Social Networking (7 years), Printers (10+ years), Windows (10+ years), Document Management (10+ years), Filing (10+ years), Scheduling, Receptionist, Time Management, Word, Microsoft Office, Training, Organizational Skills

### **Links**

2020 <https://bust.com/living/197784-couple-sea-living.html>

2018 <https://sheshredsmag.com/prs-women-leadership/>

<https://baltimorefishbowl.com/stories/listen-to-post-pinks-new-song-you-real/>

2015

[https://noisey.vice.com/en\\_us/article/rdzdqa/baltimore-rap-scene-report-lor-scoota-young-moose-tate-kobang-butch-dawson](https://noisey.vice.com/en_us/article/rdzdqa/baltimore-rap-scene-report-lor-scoota-young-moose-tate-kobang-butch-dawson)

<https://www.spin.com/2015/08/expert-alterations-the-past-and-you-stream-single>

2014

<https://www.citypaper.com/bcpnews-40-years-of-city-paper-photography-megan-lloyd-20170530-photogallery.html>

### **Additional Skills**

Freelance Photographer for 10+ yrs

12 Years of Customer Service experience

Confident using Adobe Photoshop CSS, Adobe Lightroom 5.2, Bridge, and Adobe In Design

Experience in Microsoft Word, Excel, Etc.

MAC user (PC/Windows Experience as well)

Noritsu dry and wet printers, Fuji Frontier, Lamda, Epson Poster Printers