*This is a sample resume. Feel free to make a copy of this sample and use it to create your own resume. If a section doesn’t apply to you, delete it. Feel free to add other sections if needed. Delete these instructions and tips as well.*

# FIRST NAME LAST NAME

Montclair, NJ 07043

123-123-1234

email@email.com

**Education:**

## ***Montclair State University***, Montclair, NJ

MS in Nutrition and Food Science, Month Year

BS in Nutrition and Food Science with a concentration in Dietetics,Month Year

* GPA: 3.6

***Red Hawk Community College***, Hawk City, NJ

Associate of Science, Month Year

**Related Experience:**

**The Valley Hospital**, Ridgewood, NJ Month Year- Month Year

*Dietetic Technician*

1. Screen and assess the nutritional status of low and moderate nutritional risk patients according to established policies and procedures
2. Utilize available data obtained through interviews with patients and family members to gather information regarding appetite, intake, and educational needs
3. Monitor and evaluate regular and modified selective patient menus for compliance to diet order, nutritional adequacy, and food preferences
4. Communicate needed changes between the kitchen and Food and Nutrition Services’ office in a timely manner
5. Explain nutrition information to patients, family members and healthcare delivery team in a clear and thorough manner and perform meal rounds on a bi-daily basis
6. Document relevant patient assessment data and nutrition plans and update existing records in Kardex
7. Accurately calculate meal plans, modified meal plans, and tube feedings according to Diet Manual guidelines

**Memorial Sloan-Kettering Cancer Center**, New York, NY Month Year - Month Year

*Intern*

1. Participated in the research for web-based nutrition information
2. Assisted staff with several nutrition projects and performed meal rounds and patient visitations
3. Reviewed medical charts for nutrition screening
4. Performed clerical duties including filing, faxing, and answering telephones

**CareOne at RidgewoodAvenue**, Paramus, NJ Month Year - Month Year *Dietetic Assistant*

* Assisted the Registered Dietitian with the creation of food plans for patients
* Completed nutrition analysis for patients using Nutritionist Pro, Diet Analysis Plus, and Nutribase 5.0
* Created informational handouts for clients and their family members
* Observed and participated in counseling sessions with patients and conducted anthropometric measurements on patients

**Fieldwork:**

**Metropolitan Hospital Center**, New York, NY Month Year - Month Year

*Clinical Experience*

* Collected menus and reviewed for appropriate dietary needs
* Obtained dietary information on newly admitted patients and updated Kardex
* Shadowed dietitian meeting with patients and assisted with nutrition education
* Observed dietitian completing proper documentation of patient visit
* Performed meal rounds and conducted nutrition screenings for patients

**Isabella Geriatric Center**, New York, NY Month Year - Month Year

*Food Management Assistant*

* Assisted food manager with weekly food orders
* Supervised tray line for accuracy
* Participated in the patient satisfaction and food temperature studies
* Organized diet identification cards
* Checked the food served for adequate quantity and portion sizes
* Conducted sanitation inspection
* Observed management review budget and inventory reports

**Cornell University Cooperative Extension*,*** New York, NY Month Year

*Community Nutrition Volunteer*

* Organized and participated in cooking demonstration at Boys & Girls Club of New York
* Performed nutrition education classes for local elementary school
* Conducted group counseling session at WIC center
* Distributed recipes, pamphlets and nutrition education materials at a local health fair

**Other Work Experience:**

**Rite Aid Pharmacy**, Hawthorne, NJ Month Year - Month Year

*Pharmacy Technician*

* Retrieved prescription renewals from the answering service and prepared them for review
* Obtained customer’s health and demographic information via telephone and in person to fill prescriptions
* Billed third-party insurance companies through online billing system
* Maintained inventory and ordered medications
* Took and maintained accurate records of customers’ information by reviewing information with them during interactions

**Professional Organizations:**

Academy of Nutrition and Dietetics*, Member*

Phi Theta Kappa International Honor Society*, Member*

**Skills:**

*Computer* - Microsoft Word, Excel, PowerPoint; Windows, Computrition, Meditech, Cbord, FoodWorks, Nutritionist Pro, Diet Analysis Plus, and Nutribase 5.0

*Certifications* - ServSafe