

**Charles Jones**  
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**Education:**

*Montclair State University*, Montclair, NJ  
MS in Nutrition and Food Science, May 2021  
BS in Nutrition and Food Science with a concentration in Dietetics, May 2018

- GPA: 3.6

*LaGuardia Community College*, Long Island City, NY  
Associate of Science, December 2015

**Related Experience:**

**The Valley Hospital**, Ridgewood, NJ 06/2019- Present  
*Dietetic Technician*

- Screen and assess the nutritional status of low and moderate nutritional risk patients according to established policies and procedures
- Utilize available data obtained through interviews with patients and family members to gather information regarding appetite, intake, and educational needs
- Monitor and evaluate regular and modified selective patient menus for compliance to diet order, nutritional adequacy, and food preferences
- Communicate needed changes between the kitchen and Food and Nutrition Services' office in a timely manner
- 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
- Document relevant patient assessment data and nutrition plans and update existing records in Kardex
- Accurately calculate meal plans, modified meal plans, and tube feedings according to Diet Manual guidelines

**Memorial Sloan-Kettering Cancer Center**, New York, NY 01/2018- 05/2018  
*Intern*

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

**CareOne at Ridgewood Avenue**, Paramus, NJ 05/2016- 07/2017  
*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 09/2015- 12/2015  
*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

09/2014- 12/2014

*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

Summer 2014

*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

04/2014- 08/2014

## 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