

# FIRST NAME LAST NAME

802.123.4800 | [LinkedIn.com/in/ FIRSTNAMELASTNAME](#) | [NAME@GMAIL.COM](#)

## NUTRITION AND PUBLIC HEALTH ADVOCATE | COMMUNITY & EMPLOYEE DEVELOPMENT SPECIALIST

Motivated public health professional driven to inspire community members to successfully navigate their personal and environmental health goals while supporting institutional objectives. Engaging spokesperson with an understanding of a wide variety of science based public health methodologies. Extensive experience in medical arenas, government informatics, and community safety at the agency level. Skilled in determining and providing relevant information, advisement, and support services for a wide variety of people. Strong technical background and ability to communicate effectively with individuals of varying beliefs, behaviors, orientations, identities, and cultural backgrounds both in person and online.

### AREAS OF EXPERTISE

- ❖ HEALTH ADVOCACY & NUTRITION MANAGEMENT
- ❖ ANALYTICAL PROBLEM SOLVING
- ❖ FACILITATING / TEACHING ACUMEN
- ❖ VERSATILE COMMUNICATION SKILLS
- ❖ DECISIVE DECISION MAKING
- ❖ TEAM COLLABORATION
- ❖ SELF-STARTING APTITUDE
- ❖ CONFLICT RESOLUTION

### TECHNOLOGY

**TECHNICAL SKILLS:** WORD, POWERPOINT, OUTLOOK, EXCEL & SPSS (STATISTICAL SOFTWARE SUITE)

**TEACHING PLATFORMS:** BLACKBOARD, GOOGLE DOCS/SHEETS **MEDIA:** FACEBOOK, LINKEDIN, INSTAGRAM & PINTEREST; **VIDEO COMMUNICATIONS:** SKYPE & ZOOM

### EDUCATION

**MASTERS OF PUBLIC HEALTH, *ONLINE, PART TIME*** **2016- CURRENT**  
*UNIVERSITY OF VERMONT, BURLINGTON, VT*

**BACHELORS OF SCIENCE, NUTRITION AND FOOD SCIENCE** **2014**  
*UNIVERSITY OF VERMONT, BURLINGTON, VT*

### PROFESSIONAL EXPERIENCE

**FOOD SYSTEMS COORDINATOR, *AGENCY OF AGRICULTURE, PORTLAND, OR*** **2018- 2019**

- Coordinated between four sections of the Food Safety Consumer Protection Division (FSCP) for all compliance and enforcement efforts.
- Managed the administrative aspects of the FSCP offices to help ensure that state regulatory programs meet necessary requirements.
- Wrote enforcement correspondence and managed extensive data integrity.

For more information contact [learn@uvm.edu](mailto:learn@uvm.edu)

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- Provided leadership in the development and maintenance of administrative protocols that benefited the FSCP Division.

## **HEALTH DATA ADMINISTRATOR, WASHINGTON DEPARTMENT OF HEALTH, SEATTLE, WA**

2016- 2018

- Provided training for over 3200 Registry users.
- Vetted new users and assigned permissions for appropriate access.
- Worked in concert with IMR Manager and Analysts to access and address data quality issues with stakeholders.
- Collaborated with other managers of partner applications to optimize the use of shared resources.
- Supervised and trained temporary staff.

## **LAB ASSISTANT, UNIVERSITY OF VERMONT, BURLINGTON, VT**

2014

- Promoted lab safety using proper techniques. Ensured lab was up to code with chemical labeling, storage, handling and disposal.
- Ran experiments, gathered data, and worked with graduate students in determining / modifying processes and results.

## **HR COORDINATOR, MONSTER.COM CAMBRIDGE, VT**

2014- 2016

- Project owner and implementer of tuition reimbursement available to over 1000 team members.
- Assisted in application of promotions, bonuses, title, manager and cost center changes including terminations and exit interviews.
- Supported several Directors including event planning, updating internal websites with links and other Talent information and scheduling using Outlook Calendar, GoTo, BlueJeans and Doodle.
- Administered ad hoc projects such as revamping the employee handbook and restructuring organizational charts.
- Worked closely with senior leaders in human resources, finance, marketing, internal communications and the legal department to accomplish goals.

## **PRACTICE SUPPORT SPECIALIST II, FLETCHER ALLEN HEALTH CARE BURLINGTON, VT**

2010– 2014

- Completed scheduling for sixteen specialists while providing front line call center support for nurses and secretaries.
- Paged nurses or doctors when appropriate and provided detailed messages.
- Handled confidential information.

## **AFFILIATIONS AND EXTRACURRICULAR ACTIVITIES**

- University of Vermont Alumni Association
- Hiking, knitting, reading, skiing, yoga