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 Experience |

2011-2017 **UrbanNourish, LLC.**

 *Certified Nutritional Consultant*

* **Responsibilities include:**
	+ In person Nutrition consultations
	+ Reports, databases and spreadsheets
	+ Payments
	+ Coordinate and manage calendars and schedules.
	+ Planning, scheduling of activities and training materials
	+ Marketing and strategic planning
	+ Creating patient database
	+ Program creation and implementation
	+ Ongoing education and master’s credits
	+ Relevant and necessary research
	+ Budget implementation and adherence
	+ Develop and implement exercise program using current kinesiology programs

1/2014-12/2014  **The Woodlands Family Chiropractic**

  *Certified Nutritionist*

* **Responsibilities include:**
	+ Track patient’s appointments and health status
	+ Pediatric, Geriatric and Adult Nutrition Consultations
	+ Mindset Emotional Management Consultations
	+ Develop, Train and Implement Emotional Management Program
	+ Train and Coordinate 8 Weeks to Wellness Program for department staff and program patients
	+ Attend 8 Weeks to Wellness Corporate Events
	+ Email, text and call patients
	+ Promotional work for Chiropractic office and 8 Weeks to Wellness Program

2002 –5/2011 **Cultural Resource Consultants, LLC.**

##   *Executive Assistant*

* **Responsibilities include:**
	+ Accounts payable/receivable
	+ Teaching and Training all of all employess
	+ Receptionist- Multi-Line Phone System
	+ Expense reports
	+ Payroll
	+ Receipt reconciliation year-end/Budget year-end
	+ Website updates
	+ Maintaining business calendar
	+ Travel arrangements
	+ Coordinating meetings with local and international clients
	+ On-site archaeological Field work
	+ Local and International marketing/ maintaining international client relations

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|  Education |

**UNIVERSITY OF BRIDGEPORT, BRIDGEPORT, CONNETICUT**

Master’s Degree: Clinical Nutrition – Not Complete

**May, 2013: The American Association of Nutritional Consultants**

Certified Nutritional Consultant

**may, 2011: University of St. Thomas, Houston, Texas**

Bachelor’s Degree: Psychology and Political Science

**MAY, 1995: SPRING HIGH SCHOOL**

High School Diploma

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|  Skills |

* + - MS Office Suite
		- Outlook
		- Adobe
		- Typing 65+ wpm
		- Multi-Line Phone Systems
		- CPR/First Aid Certified
		- C.N.C.: Certified Nutritional Consultant
		- Strong attention to accuracy and detail
		- Excellent knowledge of general office and software applications
		- Ability to prepare and analyze reports
		- Possesses excellent organizational skills
		- Strong multi-tasking abilities with the ability to prioritize duties
		- High level of customer service and professionalism
		- Positive Attitude ☺