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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 ☺