

Joan Smith, MPH, RD, CSR, LDN, CDE

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Skills Summary

- Critical thinking to integrate facts, informed opinions, active listening, and observations.
- Decision making, problem solving, and collaboration.
- Medical nutrition therapy counseling for individuals in adult and pediatric diabetes.
- Instructor for classes on diabetes self management for Type 1 and Type 2 diabetes.
- Strong interpersonal skills to establish productive working relationships with multidisciplinary team and support services.
- Communicate effectively in both written and verbal form to patients, public, medical staff, and physicians.

Professional Experience

11/2005 – Present *Clinical Dietitian/Diabetes Educator* *Medical Center, Somewhere, PA*

- Conduct nutrition assessment when warranted by a patient's needs or conditions. Review dietary intake for factors that affect health conditions and nutritional risk. Evaluate health and disease conditions for nutrition-related consequences.
- Interpret blood glucose results and recommend adjustments in food, insulin, or medication.
- Assess educational needs and provide nutrition counseling for diabetes patients and their families based on individual needs, including nutrient requirements, knowledge and abilities, and medical, economic, and social situation.
- Devise meal plans, teach carbohydrate counting and perform nutrition-related functions in addition to pattern management, insulin initiation and delivery, home glucose meter monitoring, ketone testing, and glucagon administration.
- Provide appropriate follow-up in accordance with the patient's treatment goals, referring patients for outpatient counseling and community or home health services as appropriate.
- Provide demonstrations and discussions and develop lesson plans and educational handouts on diabetes awareness.
- Conducted series of lectures to pharmacy students on nutrient and drug interactions.
- Facilitate diabetes support group, arranged speakers, and provide participants with nutritional information and support.

5/1999 – 11/2005 *Clinical Dietitian* *The Place for Health Care, Wheatburg, PA*

- Provided comprehensive nutritional care for various disease states across the lifespan.
- Nutrition assessment and education for 70–100 outpatients.
- Developed and implemented educational materials for lectures, in-services, poster boards, patients, staff, health fairs and the community on diabetes self-management.
- Assigned and directed the workload of dietetic technicians and diet clerks.

Certification/Licensure/Affiliations

- Registered Dietitian (RD)
- Board Certified Specialist in Renal Nutrition (CSR)
- Certified Diabetes Educator (CDE)
- Licensed Dietitian-Nutritionist (LDN) – Pennsylvania
- Certified Insulin Pump Trainer
- American Dietetic Association
- Pennsylvania Dietetic Association
- Diabetes Care and Education Dietetic Practice Group
- Renal Dietitians Dietetic Practice Group

Education

Masters of Public Health (2004)
University State, College Town, PA

Dietetic Internship (2000)
PA State Hospital, Someplace, PA

Didactic Program in Dietetics (1999)
Montclair State University, Montclair, NJ

Bachelor of Science (1996)
University State, College Town, PA

Figure 1. Sample resume: Clinical dietitian-diabetes specialist.

Jill Doe, MBA, RD

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jdoe@net.net

Professional Experience

The Food Business, Rainytown, WA—Nutrition Consultant

June 2005 – Present

- Develop business plans, which may include business description and name, short- and long-term goals, competitive and market analysis, marketing plan, and financial forecasting.
- Educate owners on operating small businesses, including completing legal, financial, and tax forms, applications, and documentation, how to work with an accountant to establish and maintain the business.
- Obtain professional liability, and if needed, premise insurance and personal health and disability insurance.
- Establish branding initiatives and marketing strategies—stationary, brochures, and other materials to promote services as well as the use of social and professional networking (Facebook, Twitter, LinkedIn) to promote and recruit a stable customer base.

Flavors, Caribou Mesa, WA—Consultant, Nutrition Services

May 1999 – June 2005

- Developed recipes based on specific nutrition guidelines and/or ingredients.
- Tested recipes to ensure accuracy of measurements and instructions, quality, flavor, yield, nutrition information, and other specified criteria.
- Analyzed menus and recipes for nutritional adequacy.
- Developed menus and/or meal plans to meet specific nutrition guidelines.
- Evaluated menus, recipes, staffing needs, equipment, kitchen design, for compliance with Joint Commission and food safety standards.
- Marketed products and/or services to clients, presented products at trade shows and expositions.

Custom Publications, Inc., Rockshore, WA—Food Writer/Editor

Sept. 1995 – April 1999

- Developed story ideas and content for nutrition-based food articles for various publications, including newspapers, magazines, newsletters, Web sites, and books.
- Provided content editing of recipes, head notes, nutrient analysis, and accompanying text.
- Developed and/or contributed recipes and copy for cookbooks and other publications, including food industry marketing materials (e.g., Web site, brochure).

Food School, Emerald Vista, WA—Culinary/Nutrition Instructor

Nov. 1990 – Sept. 1995

- Offered nutrition-based cooking classes and/or demonstrations with a health focus to professional and/or consumers.
- Provided nutrition education/counseling to individuals and groups.

Core Competencies

Ability to develop, execute, and evaluate a business and marketing plan. Self-motivation and ability to work independently. Strong communication and networking skills. Time management, organizational, and record-keeping skills. Ability to organize multiple tasks, establish priorities, and meet deadlines. Creativity, positive outlook, and forward focus. Competence with nutrient analysis, word processing, accounting, and presentation software (MS Word, MS PowerPoint, and QuickBooks).

Education/Affiliates

Master of Business Administration, Graduate College, Somewhere, WA (2002)

Bachelor of Science in Dietetics, College University, Somewhere, WA (1987)

Bachelor of Culinary Arts, Food Institution, Somewhere, WA (1990)

Member of the American Dietetic Association—Registered Dietitian (Commission on Dietetics Registration)

Member of the Food and Culinary Professionals Dietetic Practice Group

Member of the Dietitians in Business and Communications Dietetic Practice Group

Member of the Nutrition Entrepreneurs Dietetic Practice Group

Figure 4: Sample resume: Culinary Nutrition Consultant

John Smith, MPH, RD

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Knowledge/Skills

- Strong knowledge of local, state, and federal government operations.
- Awareness of politics and role of outside organizations in influencing policy.
- Communication, organization, and computer skills.
- Ability to organize multiple tasks, establish priorities, and meet deadlines.
- Ability to solve problems, generate ideas, and think creatively.
- Skill in delivering presentations to groups.
- Ability to develop, execute, and evaluate a business and marketing plan.

Experience Highlights

Policy Development, Analysis, and Evaluation

- Monitored government actions and proposed policies related to food and nutrition.
- Analyzed food and nutrition legislation and regulations to determine impact on individuals, organizations, and/or industry.
- Consulted with client (or employer) to develop key messages and responses to policies and regulations—proposed and enacted.

Advocacy and Lobbying

- Educated members of Congress and their staff via letter writing, phone calls, and personal meetings on nutrition topics and issues to positively influence positions, perspectives, and funding for policies related to food and nutrition.
- Provided guidance on effective advocacy, including developing a plan, understanding influencers, gathering best practices, and implementing actions and strategies to promote desired changes.

Technical Assistance and Speaking

- Utilized nutrition expertise to advise on development of guidance, best practices, testimony, and other materials to promote and advocate for strong nutrition policies and programs.
- Developed tools and materials to help implement programs and policies.
- Developed and delivered training for advocacy and lobbying.

Work History

2000-Present, Nutrition Policy Consultant, Advocacy in Law, Washington, DC

1991-99, Director, Government Relations, The Nutridensometer Group, Washington, DC

1987-91, Manager, Nutrition Policy, National Nutrient Academy, Bethesda, MD

1985-87, Nutrition Coordinator, Food and Nutrient Task Force, Sen. Gorn's Office, Washington, DC

Education/Certification/Affiliations

1988, Masters of Public Health, State University, Beachtown, MD

1985, Bachelor of Science, Dietetics, University State, Shoreline, MD

Registered Dietitian, Commission on Dietetic Registration

Maryland Dietetic Association

Legislative and Public Policy Committee (American Dietetic Association)

2005 Public Policy Workshop (American Dietetic Association), Speaker

National Organization of Men in Nutrition

Figure 3: Sample resume: Food and Nutrition Policy Consultant

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 Rochester, MI 48075
 (248) 691-0491

Permanent Address:

(after July 3, 2005)
 10324 Woodhaven
 Kalamazoo, MI 49072
 (616) 521-0075

EDUCATION

Barlett University, Hillsdale, MI
 Bachelor of Science in Dietetics, June 2004
 GPA 3.7/4.0 Dean's List (5 semesters)

DIETETIC INTERNSHIP

Camelot Medical Center, Ferndale, MI
 August 2004 to July 2005
 Completed comprehensive program at this 500-bed hospital which included 8 weeks of community, 20 weeks of clinical and 12 weeks of administrative rotations.

- Four weeks of clinical staff relief on Cardiac and Oncology units.
- Developed and presented nutrition classes to renal patients.
- Organized Healthy Hawaiian Luau theme day, serving 900 customers.
- Assisted in transition to computerized four week cycle menu using Computrition.
- Designed patient education handout, "Diabetics Guide to Dining Out".

EMPLOYMENT

Dietetic Technician (September 2002 to July 2004)

Memorial Hospital, Southgate, MI

- Visited patients and assessed them for nutritional risk
- Provided cardiac patients with basic heart-healthy diet instructions
- Facilitated in-service programs to dietary aides on a monthly basis.

Dietary Aide (Summers of 2001 and 2002)

Auburn Medical Center, Monroe, MI

- Served as member of trayline and dishroom teams and prepared nourishment snacks.

HONORS AND AFFILIATIONS

- Winner of Michigan Dietetic Association's Case Study Contest, 2005
- Awarded Ramblewood Foundation Scholarship (2000)
- Member of Food & Nutrition Club at Barlett University 2000-2003
 Held Office of Treasurer 2002-2003
- Member: Michigan, Southeastern Michigan and American Dietetic Associations 2004-Present

SKILLS

Fluent in Spanish
 ServSafe Certification October 2004, through the National Restaurant Association
 Proficient in Microsoft Office, PowerPoint, Computrition

Figure 1. Sample resume of student or first-time job seeker in the dietetics profession. Reprinted with permission from Harper Associates, Farmington Hills, MI (www.harperjobs.com).