

Jennifer L. McKinley

7103 Sugrue Court, Upper Marlboro, MD 20772

301-758-6652

jennmckinley@yahoo.com

Objective: To obtain a position as a Registered Dietitian that will provide challenging objectives, foster teamwork, and provide an environment that will allow me to increase my knowledge in the fields of medicine, health and nutrition.

Health Related Work Experience

University of Maryland College Park, Dietetic Internship

Dietetic Intern, September 2003 – present

43-week full time program with an emphasis on Information Technology

Information Technology: Experience creating web pages, designing databases, updating resource lists, and utilizing print and electronic resources to provide appropriate reference services.

- Researched, designed and created a webpage on Emergency/Disaster Preparedness Information for the Child Care Nutrition Resource System (CCRNS)
- Researched, designed and created 4 web-pages with resources for Russian, Thai, Urdu and Vietnamese speaking individuals
- Designed two Access databases that will enable users to more effectively and efficiently manage their directory resources
- Updated a bibliographic Resource List
- Perform duties of the Nutrition Information Specialist/Reference Dietitian
- Created an Electronic portfolio (includes resume, internship projects, and more specific information about each rotation) www.wam.umd.edu/~jej/dip/index.html

Community: Prepared and presented nutrition education material for various patient populations and literacy levels including children, seniors, chronically ill, gestational diabetes and food stamp program participants.

- Developed Nutrition Education presentation/display for National Nutrition Month®
- Developed Nutrition Education presentation for seniors participating in the Child and Adult Care Food Program
- Managed a booth during an interactive nutrition presentation for 3rd graders
- Developed a nutrition article for distribution to individuals with life challenging illnesses
- Developed Korean food guide pyramid for gestational diabetes
- Poster presentation - 2004 Maryland Dietetic Association annual meeting
- Poster presentation – University of Maryland College Park Graduate Program in Nutrition Student Poster Session

Clinical: Responsible for screening, assessing, counseling, educating patients. Participated in implementing interdisciplinary care plans for diverse patient populations.

- Three Case study presentations to Nutrition Department staff members
- Major Case study presentation to Nutrition Department staff members
- Provided staff relief coverage for 27 bed Oncology Unit

Food Service Management: Food service management experience including budget development, purchasing, supervision, marketing, food preparation, and product development.

- Continuing Care Community – responsible for all aspects of planning, managing and producing a theme meal luncheon for up to 250 guests
- University Dining Services – responsible for all aspects of product development and marketing for 4 new food items to be sold at the campus cash operations
- ServSafe certification expires 12/15/08

Changing Weighs – Rebecca Bitzer, MS, RD and Associates

Administrative Nutrition Assistant, December 2001 - present

- Research the internet to gather the most recent reliable nutrition information
- Update and develop patient education materials to provide clients with interesting, factual

- and reliable nutrition information
- Plan and develop menus for specific diseases and individual client needs
- Perform nutrient analysis to determine diet or menu composition
- Maintain office supply inventory (forms, books, samples)

Health Pros Systems, Inc.

Office Manager/Staffing Coordinator, April 1993 – March 1997

- Managed all aspects of daily business operations including the supervision of office and nursing staff
- Implemented training programs to maintain compliance with OSHA and the Joint Commission for Accreditation of Healthcare Organizations (JCAHO)
- Developed new business and worked to maintain long-term client relationships
- Authorized payroll signature

Southern Maryland Hospital Center

IV Technician, July 1988 - April 1993

- Reviewed patient profiles/charts
- Prepared IV solutions (including adult and neonatal TPN)
- Coordinated delivery of IV medication to the proper nursing units
- Able to perform the duties of the Purchasing Agent to provide coverage during absences

Staffing Related Work Experience

TEN-The Employment Network, Inc. – Hyattsville, MD

Staffing Coordinator/Internet Researcher, January 1999 – February 2000

Accustaff Incorporated/Randstad, NA – Lanham, MD

Staffing Supervisor, August 1998 – January 1999

NRI Staffing Resources/NRI Healthcare

Account Manager, April 1997- July 1998

In all positions:

- Developed new business and worked to maintain long-term client relationships
- Recruited and retained temporary employment staff
- Utilized internet resources to search for qualified candidates and potential clients
- Screened, interviewed and evaluated skill level of potential applicants
- Communicated with other team members to ensure delivery of cohesive service
- Negotiated job offers and managed client/associate expectations
- Maintained client/associate database
- Coordinated and performed associate payroll processing
- Attended continuing education and training to keep up with industry/market trends, legal issues and employment statistics

Education

- Bachelor's Degree in Dietetics - University of Maryland College Park, May 2003
- Associate of Applied Science in Business Management - Prince George's Community College, December 1995

Computer Skills

- WordPerfect, Word, PowerPoint, Access, HTML, Dreamweaver, Photoshop, AGRICOLA, WinSPIRS, MedLine, ISIS, ISYS, Nutritionist IV, Diet Analysis Plus, MediTech