

Jennifer L. McKinley

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.

Healthcare Work Experience

University of Maryland College Park, Dietetic Internship Program (program will be completed in June 2004)

Dietetic Intern, September 2003 – present

This is a 43-week full time program that provides thorough training in dietetics with an emphasis on Information Technology. This internship program consists of approximately 1100 supervised practice hours in clinical, community, food-service management and information technology. As part of the training in Information Technology, I developed an electronic portfolio. This portfolio includes my resume, samples of projects completed during my internship, and more specific information about each rotation. Please visit my electronic portfolio on the web: www.wam.umd.edu/~jej/dip/index.html

Program experience is as follows:

Clinical: 13 weeks rotating through facilities such as Anne Arundel Medical Center, Johns Hopkins Hospital and Children's National Medical Center. These rotations provided opportunities to further develop assessment, counseling and critical thinking skills.

Community: 8 weeks rotating through various organizations such as Diabetic and Renal Outpatient Centers, Long Term Care/Rehabilitation Centers, School Lunch Programs, Community Food Programs, County and Federal Agencies. These rotations provided opportunities to see a variety of patient populations from children to senior citizens, and to provide nutrition education in an outpatient setting.

Food Service Management: 9 weeks total with 6 weeks in a Continuing Care (retirement) Community Setting, and 3 weeks in a University Dining Service. Rotations provided a variety of food service management experiences including planning, purchasing, supervision, marketing and preparation.

Information Technology: 9 weeks total with 8 weeks at the USDA's National Agricultural Library - Food and Nutrition Information Center (FNIC) and one week with the International Food Information Council (IFIC). Rotations provided experience with various database and web design software. Projects included updating web information with most current data as well as performing the duties of the reference dietitian by answering phone calls and emails and directing the consumer/professional to the appropriate information/resource.

Changing Weighs – Rebecca Bitzer, MS, RD and Associates

Administrative Assistant, December 2001 - present

Changing Weighs is a private practice of Registered Dietitians. Changing Weighs provides nutrition counseling for a variety of clients (Diabetes, Cardiovascular, Renal, Eating Disorders, Weight Loss, Bariatric Surgery, Menu Planning, etc.). My responsibilities at Changing Weighs include, but are not limited to the following:

- Confirm client appointments
- Create patient education materials
- Nutrient analysis, menu planning
- Outcomes evaluation
- Perform nutrition related research on the internet
- Maintain office supply inventory (forms, books, samples)

Health Pros Systems, Inc.

Office Manager/Staffing Coordinator, April 1993 – March 1997

Health Pros is a temporary staffing agency that provides supplemental nursing staff to area hospitals, nursing homes, clinics, physician's offices and private patients. As the Office Manager for Health Pros, I was responsible for overseeing the daily business operations of the company. Included in these responsibilities

were all aspects of Human Resource Management, Marketing and Advertising.

- Implemented training programs to maintain compliance with OSHA and the Joint Commission for Accreditation of Healthcare Organizations (JCAHO)
- New business/account development and preservation of long-term client relationships
- Authorized to sign daily and weekly payroll checks
- Prepared weekly, monthly, quarterly and yearly reports for the Board of Directors
- Supervised office and nursing staff
- Created all forms used by the agency using computer software

Southern Maryland Hospital Center

IV Technician, July 1988 - April 1993

As an IV Technician I was responsible for coordinating information regarding inpatient IV medication. The major responsibilities of this position were to review patient profiles/charts, prepare IV solutions (including adult and neonatal TPN) for up to 310 patients, and coordinate the delivery of IV medication to the proper nursing units. Other responsibilities included filling in for the Purchasing Agent during absences by purchasing all medication for the hospital at the most cost-effective prices, maintaining inventory and reconciling purchase orders with invoices prior to authorizing payment.

Staffing Industry Work Experience

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

Staffing Coordinator/Independent Contractor, 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

The primary objective of these positions was to successfully develop and maintain a productive associate and client customer base with a commitment to quality service and professional development. Responsibilities in these positions included, but were not limited to the following

- New account development and preservation of long term client relationships
- Recruitment and retention of temporary employees
- Took detailed job orders and recruited candidates with appropriate skills and qualifications to meet client needs
- Thoroughly screened, interviewed and evaluated skill level of potential applicants
- Communicated with other team members to make decisions on client development and to ensure delivery of cohesive service
- Negotiated job offers, managed client and associate expectations
- Updated and maintained associate and client database
- Placed classified ads and implemented other creative recruiting methods
- Coordinated and performed associate payroll processing
- Completed required Worker's Compensation and Unemployment reports and attended hearings as needed
- Attended continuing education and training to keep up with industry/market trends, legal issues and employment statistics
- Represented company at trade show and job fairs

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

- Nutritionist IV, Diet Analysis Plus, MediTech Database, WordPerfect, Word, PowerPoint, Access, Excel, HTML programming, Dreamweaver, Adobe Photoshop, AGRICOLA, WinSPIRS, Medline, ERIC, ISIS