

PATRICIA A. SPENCER

pat@simplehealth.com

OBJECTIVE

Dietitian

Summary of Qualifications

- Dietetic Intern with Sodexo Health Care Services Distance Education
- Bachelor of Science Degree Magna Cum Laude in Family and Consumer Sciences with option in Nutrition and Dietetics and a grade point average of 3.88 for the Didactic Program in Dietetics
- Employed by Northridge Hospital Medical Center as a per diem Diet Clerk
- Strong computer skills used at Northridge Hospital with Computrition
- Established sole proprietor business "Simple Health" to market potential clients for chair massage at Teradyne and Easton Sports and maintain www.simplehealth.com
- Proficient with Dreamweaver; created and maintained the Student Dietetic and Food Science Association at California State University Northridge website for two years
- High proficiency with word processing and data entry software
- Current member of the American Dietetic Association
- HIPAA Privacy and Security Training certification for Business Associates

EDUCATION

- Sodexo Dietetic Internship (in progress) 09/2009
- Bachelor of Science Magna Cum Laude 05/2009
Family and Consumer Sciences with option in Nutrition and Dietetics
Dean's Award Outstanding Graduating Senior
California State University Northridge

CERTIFICATES

- Bod Pod Gold Standard Training 02/2009
- HIPAA Privacy and Security Training for Business Associates, 01/2009
- Hospital Fire and Life Safety Certified by Los Angeles City Fire Dept. 08/2008
- Kappa Omicron Nu Honor Society 04/2006
- Institute for Human Individuality 03/2003
- Advanced School of Massage Therapy 11/2000
- Miscellaneous volunteer certificates listed in portfolio

COMPUTER SKILLS

- Computrition
- Dreamweaver
- Microsoft Outlook
- Microsoft Word
- Microsoft Power Point
- Microsoft Excel
- Diet Analysis Plus
- HTML

EMPLOYMENT HISTORY

- Northridge Hospital Medical Center-Northridge, California 7/2008-7/2009
Diet Clerk
- Obtaining menu selection from patients along with entering menus in Computriton software and running the kitchen tally guide for the next day
- Business Owner of Simple Health, Simi Valley, California
- Providing nutritional information via website 1999 - Present
 - Marketing potential clients for chair massage in the workplace 2001-2002
 - Established Sole Proprietor business, Simple Health 2000 - Present
 - Developed and manage website, www.simplehealth.com
- Self Employed Massage Therapist, Moorpark, California
- Contracted with Body Workers R Us, chair massage at Easton Sports 2001-2002
 - Contracted with Corporate Touch, chair massage at Teradyne 2001-2002
- Association of Christian Therapists, Laurel, Maryland
Bookkeeper/Office Manager 1991-1994

SCHOLARSHIP/VOLUNTEER/COMMUNITY SERVICES

- CDA Los Angeles District Public Policy Day/Sacramento Scholarship 3/9/2009
- Northridge Hospital Medical Center, nutrition department 2007-2008
- Student Dietetic Food Science Association Webmaster 2007-2009
- Kappa Omicron Nu Treasurer 2007-2008
- Miscellaneous one day workshops, seminars and conferences 2006-2009
- Cornerstone Church Simi Valley Care Ministry 2005

PROFESSIONAL MEMBERSHIPS

- American Dietetic Association
- Student Dietetic & Food Science Association
- California Dietetic Association Los Angeles District
- Southern California Institute of Food Technologists Section