# Boca Raton, FL | (561) 699-6109 | kdunc008@fiu.edu

#### Skills

- Highly responsible and reliable
- Exceptional interpersonal skills
- Trained in food safety
- Works well under pressure
- Dedicated to work and academia
- Efficient problem solving skills
- Detail and team oriented, with ability to multitask.

#### **EDUCATION**

Florida International University, Miami, FL
Master of Science in Dietetics and Nutrition – GPA: 4.0
Florida International University, Miami, FL
Bachelor of Science in Dietetics and Nutrition – GPA: 3.47
Palm Beach State College, Boca Raton, FL
Associates of Arts and exploratory health – GPA: 3.2

**January 2018 – August 2019** 

January 2016 – December 2017

**August 2007 – August 2015** 

**LANGUAGES:** Fluent in English

### PROFESSIONAL EXPERIENCE

FIU Boringuen Research Clinic Graduate Research Assistant

**January 2018 – August 2019** 

- Assisted FIU's Borinquen Research Clinic by interviewing consenting participants with IRB approved questionnaires, and provided them with a nutritional assessment.
- Collected anthropometrics, vital signs, bioelectrical impedance analysis, and collected urine toxicology tests.
- Made phone calls daily to recruit new participants, reschedule appointments, provide and collect information, and clear participants to participate in the MRE scan.

#### FIU Hospitality and Tourism Management Teaching Assistant

August 2018 - December 2018

- Arrived before each class to organize and cross check the food necessary for each lecture has been appropriately provided
- Took initiative to gather any missing ingredients and to set up each station, daily.
- Teach students cooking skills to help preserve the nutrients in the food and knife safety.

### Delaire Fitness Center Fitness Assistant, Delray Beach, FL

January 2012 – November 2015

- Communicated and worked with personal trainers to help their clients get the best results.
- Explained ways to measure exercise intensity for the best results.
- Maintained group fitness attendance and organized each room before and after class.
- Transmit information or documents to customers, using email, mail or the facsimile machine.
- Tracked class attendance and monitored class size to gauge the effectiveness of the program.

# Mosaic Studios Second photographer, Delray Beach, FL

**December 2010 – June 2012** 

- · Conducted all photo shoots in a calm and professional demeanor
- Collaborated with clients to guarantee satisfaction.
- Organized the arrangement of wedding parties for the photos.
- Photographed special events including weddings, school portraits, parties, and private events at restaurants.

## Way Beyond Bagels Waitress, Delray Beach, FL

**August 2004 – January 2012** 

- Assisted guests with making menu choices in an informative and helpful manner.
- Maintained knowledge of current menu items, garnishes, ingredients and preparation methods.
- Developed exceptional service by greeting and serving customers in a timely, friendly manner.
- Effectively communicated with kitchen staff regarding customer allergies, dietary needs, and other special requests.
- Effectively used items in stock to decrease waste and profit loss.