

# Jordan Weeks

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## EDUCATION

### University of Rhode Island

June 2023

Bachelor of Science, Nutrition and Dietetics, *Kingston, RI*

GPA 3.25

### Community College of Rhode Island

Graduated June 2019

Associates of Arts, General Studies, *Warwick, RI*

GPA 3.20

## EXPERIENCE

### Diet Technician

August 2022-Present

Shawn Jenkins Children's Hospital, *Charleston, SC*

- Collaborating as a team in completing the calculation, preparation, labeling, safe storage, and delivery of all breastmilk and formula feedings in the NICU.
- Preparing, handling, and sanitizing supplies for breastfeeding parents.
- Communicating with nurses and registered dietitians about nutrition care plans.

### Assistant Teacher

Jan -May 2022

Tot's Landing, *Murfreesboro, TN*

- Assisted in leading and supervising activities, maintaining confidentiality, changing diapers, supervising lunch and snack time, and maintaining Child Care Licensing requirements for 12 children between the ages of 1 and 2.

### Front Desk Volunteer

June -Aug 2021

VICTA Substance Abuse Recovery, *Providence, RI*

- Greeted and checked in clients.
- Scheduled appointments, updated client information in the online portal, and uploaded documents.

### Dietary Aide

Nov 2020- Aug 2021

South Kingstown Nursing and Rehabilitation Center, *South Kingstown*

- Assisted in the preparation of food items and tray lines, set up nourishment carts, and delivered items to the unit.

### Produce Associate

July 2017-Aug 2021

Shaw's Market, *Cranston, RI*

- Assisted customers, cultivated strong customer relationships, coordinated and executed the production of prepared produce, and managed inventory and distress.
- Trained new staff members in company procedures, including proper food safety and handling.

### Surveyor Volunteer

March 2020

The Rhode Island Public Health Institute, *Providence, RI*

- Assisted as a surveyor for a three-day study for the Food on the Move program at assisted living facilities.
- Conducted surveys and recorded collected data on a digital platform to better understand the connection between Food on the Move and participants' health.

### Undergraduate Student

Jan 2020 -Aug 2021

Big Data and Eating Decision Lab at URI, *Kingston, RI*

- Aided in collecting data and used Excel to organize data while helping with GPQI coding for the Belmont Study and assisted with finding secondary data from extensive population studies.

## CERTIFICATES & AWARDS

ServSafe Food Protection Manager

March 2026

GEM Frontline

March 2023