

Abigail Graham

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Professional Statement

Motivated and conscientious Nutrition and Dietetics student at Jacksonville State University, committed to applying expertise in customer service, data management, and nutrition to real-world healthcare and dietary settings. Proven ability to work independently and collaboratively, adapt to new tasks quickly, and maintain a strong work ethic while pursuing a career in nutrition and dietetics.

Education

Jacksonville State University – Jacksonville, AL *August 2021 – Present*

Bachelor of Science in Nutrition and Dietetics

- Achievements: Dean's List or President's List every semester
- Vice President of the Dietetics Association

Work Experience

Desk Attendant – JSU, Student Success Center *August 2024 – Present*

- Assist students with check-in using the navigate kiosk.
- Disinfect common areas to maintain cleanliness.

Sales Associate – HomeLand Security Base Camp Store *July 2022 – February 2023*

- Handled business transactions and answered emails.
- Fulfilled online orders and processed inventory using Squareup.
- Cleaned and disinfected workspaces.

Sales Associate – Red Threads Apparel *July 2022 – June 2024*

- Processed online orders and managed Excel sheets using Squareup and BigCommerce.
- Answered emails and phone calls, maintaining customer satisfaction.
- Cleaned and disinfected the store regularly.

Customer Service Representative – Body Vision Fitness Center *June 2020 – July 2021*

- Created new memberships and managed customer accounts.
- Supervised children in Kid's Land while parents exercised.
- Ensured the facility was secure during closing procedures.

Volunteer Experience

Nutrition Intern – Shannon Cook Nutrition LLC *September 2024 – Present*

- Recommended high quality foods to clients.
- Assisted in formulating menstrual course modules.
- Audited dietitian websites and contributed to marketing strategy.

Volunteer Intern – Baptist Service Center NW *April 2024*

- Organized clothing by season and size for donations.
- Assisted in food distribution for individuals and families based on their needs.

Volunteer – Gamecock Market *September 2022*

- Gathered and organized food, clothing, and hygiene products for students.
- Conducted inventory counts and restocked supplies.

Volunteer – Rehab Select at Barfield Health Center *September 2024*

- Shadowed the Dietitian, gaining insights into clinical long-term healthcare.
 - Assisted with documentation for patient nutritional assessments.
 - Managed inventory of enteral feeding supplementation.
 - Participated in food service tasks, including inventory checks, water pH testing, and ensuring compliance with kitchen health regulations.
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Skills

- Strong customer service and communication skills
 - Proficient in Microsoft Excel, Squareup, and BigCommerce
 - Inventory management and record-keeping
 - Detail-oriented with strong organizational skills
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