**Jessica Keller**

[JLKeller37@gmail.com](mailto:JLKeller37@gmail.com)

135 North 9th Street (until May 2014) 9 Goff Lane

Indiana, PA, 15701 Bloomsbury, NJ, 08804

(908)-399-4914 (908) 479-1478

**Education**

Indiana University of Pennsylvania (IUP)

Bachelor of Science in Nutrition - Dietetics Track Anticipated May 2014

Minor Studies: Psychology

Major G.P.A. 3.05

IUP Academic Dean’s List Spring 2013

**Coursework Experience**

IUP College of Human Services

* Nutrition
* Advanced Human Nutrition (Anticipated Spring 2014)
* Biochemistry of Nutrition
* Anatomy and Physiology

**Skills**

* Customer service
* Variety of food service
* Time management
* Self-motivation

**Activities**

Active Academy of Nutrition and Dietetic Member Fall 2010- present

Attended the Food and Nutrition Conference and Exposition October 2012

Active member of Student Association of Nutrition and Dietetics (SAND) Spring 2011- Spring

2013

* Appointed Fundraising chair member Fall 2012- Spring 2013
* First Public Relation officer of SAND present

Member of IUP English Equestrian Team Fall 2011- present

* Elected Public Relation officer and Historian Fall 2012- Spring 2013
* Elected Co- Captain present

**Work Experience**

Wait staff

Copper Hill Country Club Ringoes, NJ May 2013 - Present

* Memorized menu and special dietary needs of club members
* Established relationship with 200 club members
* Served catering events, dinners, lunches and bartended

Cafeteria manager

Somerset County Courthouse Somerville, NJ May 2012- Aug. 2012

* Opened and closed store
* Operated store closely with owner
* Customer interaction
* Served breakfasts and lunch to about 45 to 75 people per day

Server/ Baker

Baker’s Treat Flemington, NJ May 2009- May 2012

* Customer interaction, order placement, and order retrieval
* Balanced money and closed store
* Baked and shipped weekend orders for satellite stores

Girl’s lacrosse Referee

NJ Youth Lacrosse Association Various locations March 2008- June 2011

* Required to take and pass a written and on field certification exam
* Communicated between players, parents, coaches and organization
* Used online program to schedule games
* Applied knowledge of safety and regulations to ensure adequate play

Junior Counselor

Holland Township Summer Recreation Milford, NJ July 2006- Aug. 2008

* Managed about 25 third graders at day camp
* Promoted physical activity and motivated campers in participation
* Observe and monitor food allergies during lunch and snack time