

# Jordan Faith

443-435-0803 | [jordan.faith2730@gmail.com](mailto:jordan.faith2730@gmail.com) | 1622 Bond Rd, Parkton, MD 21120

## EDUCATION

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<b>Florida International University, Honors College, Miami, FL</b> Bachelor of Science in Dietetics and Nutrition	May 2023
<b>Community College of Baltimore County, Essex, MD</b> Dual Enrollment	May 2019

## HONORS AND AWARDS

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<b>Dean's List, FIU</b>	December 2019
<b>Blue and Gold Merit Scholarship, Florida International University</b>	August 2019
<b>Faculty Merit Award, Hereford High School</b>	June 2019
<b>Dean's List, Community College of Baltimore County</b>	December 2018

## WORK EXPERIENCE

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<b>Department of Physical Therapy, Office Assistant, FIU</b> <ul style="list-style-type: none"><li>Reviewing applications</li><li>Organizing and printing files</li><li>Handling phone calls</li></ul>	2019-Present
<b>Riley and Associates Realtors, Front Desk Administrator, Monkton, MD</b> <ul style="list-style-type: none"><li>Greeted visitors and employees</li><li>Deposited checks electronically</li><li>Reviewed contracts to ensure they were complete</li></ul>	2017-2019
<b>FODMAP Everyday, Article Writer, website-based company</b> <ul style="list-style-type: none"><li>Contributed articles relevant to the Low FODMAP diet and my personal experience</li><li>Thoughtfully included tips for Irritable Bowel Syndrome and the Low FODMAP diet</li></ul>	2018-2019
<b>Avail Accounting, Office Assistant, Timonium, MD</b> <ul style="list-style-type: none"><li>Scanned tax related documents and filed papers regarding tax forms</li><li>Recorded tax information into QuickBooks</li></ul>	2016-2019

## LEADERSHIP/VOLUNTEERING

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<b>Honors College Internship, FIU</b> <ul style="list-style-type: none"><li>Helping to organize class discussion and projects alongside Professor Alendy</li></ul>	2019-Present
<b>Nutrition Internship, Thrive and Bloom Nutrition</b> <ul style="list-style-type: none"><li>Assist Registered Dietitian Alexandra Paetow in marketing and business decisions</li></ul>	2019-Present
<b>Athletes Serving Athletes, Baltimore, MD</b> <ul style="list-style-type: none"><li>Ran races with disabled athletes by pushing their wheelchairs and fundraised for the organization</li></ul>	2018-2019

## PROFESSIONAL TRAINING AND CERTIFICATIONS

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<b>NCSF Certified Personal Trainer</b> <ul style="list-style-type: none"><li>Certified to provide fitness instruction by the National Council on Strength and Fitness</li></ul>	August 2019
<b>Certified Online Low-FODMAP Coach</b> <ul style="list-style-type: none"><li>'Strands of My Life' owner Suzanne Perazzini conducted a 53 lesson course online through which she provided information and teaching to mold participants into certified Low FODMAP coaches.</li></ul>	January 2019

## CLUBS/ORGANIZATIONS

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<b>Student Dietetic Association, Member</b>	2019-Present
<b>Feeding Young Minds, Member</b>	2019-Present

## SKILLS

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- Customer Service, Organization, Typing, Microsoft Applications