

ALEXA ALLEN, MS, NDTR
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EXPERIENCE

Winthrop University – Department of Human Nutrition

Instructor

August 2021 – Present

- Teach a full-time course load of 4 classes per semester
- Courses taught:
 - NUTR 221 – Introduction to Nutrition (online and in-person)
 - NUTR 229 – Nutrition Assessment
 - NUTR 231 – Food Composition
 - NUTR 424 – Sensory & Objective Evaluation of Foods (advanced food science lab)
- Serve as an academic advisor for 10-15 undergraduate students per semester

University-level service:

- Faculty committee member and secretary of Health Professions Connection (HPC), an interdisciplinary student support and recruitment collaborative between faculty members of health-related departments on campus.
- Founder & Co-Chair of CHEW: Campus Hunger & Education Workforce – CHEW is an interdisciplinary workforce with a goal of reducing student food insecurity and associated barriers to success for Winthrop students; CHEW synthesizes campus and local resources for students, such as information on free or reduced-price food, financial assistance, and healthcare and insurance.

Administrative Specialist

June 2018 – August 2021

- Report directly to Department Chair, Dr. Wanda Koszewski
- Coordinate execution of affiliation agreements for all dietetic internship and nutrition practicum sites, including healthcare facilities, government agencies, and private practices.
- Complete facility onboarding process(es) for all dietetic interns and nutrition practicum students at assigned sites
- Manage department budgets and allocate all spending as designated
- Facilitate student and faculty travel to meetings, conferences, and events
- Liaise with campus and community members to manage and promote the department's food pantry, "The Food Box"

Adjunct Instructor

January 2020 – May 2021

- Teach introductory food composition and advanced food science labs to undergraduate and graduate students

Allen & Newman, PLLC – Defense Firm

June 2011 – June 2018

Marketing Director

- Managed Firm's online presence via website and social media outlets; maintained public website through regular updates to custom-built content management system (basic HTML proficiency)
- Oversaw attorney continuing legal education attendance; ensured annual compliance with CLE rules and regulations for each of the Firm's 30+ attorneys throughout 9 states
- Maintained Excel database of client contact information
- Planned and organized Firm events; oversaw Firm presence at multiple national conferences annually – role included contract review and approval, budget considerations and organization, and event logistics management
- Created all printed marketing materials distributed on behalf of the Firm – legal guides, claims handling manuals, and informational Firm brochures for promotional and training purposes
- Designed and published biannual Firm newsletter and managed its circulation to 2,500+ clients from 2011-2016
- Responsible for all creative aspects of company rebrand following Firm's name change, including:
 - Full logo design and implementation
 - Collaborative website redesign
 - Creation or redesign of external marketing materials and internal attorney and personnel forms to ensure brand consistency

Rachael Hartley Nutrition, LLC

September 2016 – October 2017

Intern for Rachael Hartley, RD, LD, CDE, CLT – Owner & Founder

- Updated and redesigned client nutrition materials – food guides, handouts and quick tip sheets, and recipe cards
- Promoted company blog posts across applicable social media channels up to three times per week
- Assisted with organization and content development for food- and nutrition-focused partner writing projects
- Crafted on-brand graphics for use on Rachael Hartley Nutrition blog social media accounts
- Created full media kit for use in brand partnership pitches

The Better Bean Company

September 2016 – July 2017

Brand Ambassador

- Performed frequent in-store product tasting demonstrations at Charlotte-area Whole Foods and Earth Fare grocery stores
 - Executed every aspect of demo – scheduling, product planning and acquisition, promotional table setup, performance, and breakdown
 - Engaged shoppers throughout demonstration and communicated the numerous benefits of Better Bean products, including health, nutrition, and convenience
 - Utilized proper food safety and handling techniques per ServSafe guidelines as a I sampled beans to customers and prepared bean-based hot recipes for tasting

- Tracked product sales at each demo location and accurately reported figures to Better Bean Co. management
- Built positive relationships with upper-level store management and on-floor sales staff in order to teach them about Better Bean Co. products and foster consistent promotion of Better Beans to their customers
- Maintained ongoing communication with store personnel regarding product shelving and sales

EDUCATION

Meredith College	August 2021 – Present
Dietetic Internship – ISPP track	
The University of Alabama	May 2018 – December 2019
Master of Science – Clinical Nutrition	
Winthrop University	August 2015 – May 2018
Human Nutrition – Didactic Program in Dietetics	
Central Piedmont Community College	May 2014 – December 2015
Transfer Diploma – General & Nutrition Sciences	
University of North Carolina Wilmington	August 2007 – May 2011
Bachelor of Arts: English Literature	
Certificate in Professional Writing	
Minor: Sociology	

CREDENTIALS & CERTIFICATIONS

Nutrition and Dietetics Technician, Registered	April 2021 – Present
Commission on Dietetic Registration #86057015	
4/22/2021 – 5/31/2026	
Basic Life Support – Instructor and Provider	May 2020 – Present
American Heart Association, ID #06200872298	
05/2020 – 05/2022	

SERVICE & INVOLVEMENT

Member – Catawba Pee Dee Dietetic Association	August 2021 – Present
● Current role: Social Media Coordinator	
Member – South Carolina Academy of Nutrition and Dietetics	June 2021 – Present
Student Member – Academy of Nutrition and Dietetics	June 2021 – Present
	December 2016 – June 2019

Member – Charlotte Dietetic Association

June 2016 – June 2019

Member – North Carolina Academy of Nutrition and Dietetics

June 2016 – June 2019

Clinic Escort – A Preferred Women’s Health Center

August 2017 – December 2017

Charlotte, NC