

Mollynda McArthur
Mollyndamcarthur@gmail.com

Resume

Education: currently pursuing Masters in Science in Food and Nutrition from Framingham State University, expected completion date: May 2013

Bachelor of Arts completed 2001 in Liberal Arts (Great Books of the Western World program) from St. John's College, Annapolis, MD

Related experience:

Presented at MNT-FYI, Framingham State University February 16, 2012

Poster Presentation at Massachusetts Dietetic Association Annual Nutrition Conference and Exposition, March 23, 2012

Supervised Laboratory: Quantity Food Production, Blackstone Valley Regional Technical Vocational High School Fall 2010

ServSafe certified, October 2010

Supervised Laboratory: Outpatient Clinical Nutrition, Milford Regional Hospital

Relevant Work History:

Position: Food Service Employee

Company: UMMHC Marlborough Hospital through Morrison Management Specialists
508-481-5000

Supervisor: Walid Kawas

Dates: July 2008-November 2008 (volunteer) December 2008-August 2010 (part time employee)

Primary Duties: Catering associate duties included assisting patients with menu choices, offering basic explanations of therapeutic diets, delivering and retrieving meal trays to patients and checking patients' menus against physicians' diet prescriptions. Other duties included cold food preparation (sandwiches, salads, desserts), portion controlled patient meal plating, kitchen sanitation, and retail service in the hospital cafeteria.

Other Work History

Position: Administrative Assistant

Company: UNUM; most recently as a long term temporary employee through Kelley Services office, Westborough, MA (508) 366-0755

Location: Worcester, MA

Supervisor: Dr. Edward Alvino

Dates: January 2004-August 2011

Reason for leaving: Changed to full-time academic status

Primary Duties: General administrative support to medical review consultants including scheduling telephone consultations, compiling productivity report data regarding medical, clinical and vocational consultant productivity, formatting/copy editing correspondence, and providing basic technical support; coordinating proper storage/retrieval of claimant's psychological testing data

Mollynda McArthur
Mollyndamcarthur@gmail.com

Position: Administrative Assistant

Company: Service United States Corporation (ServUs) 1-800-345-6206

Location: Natick, MA

Supervisor: Deborah O'Flaherty

Dates: May 2008-November 2008

Reason for leaving: Laid off due to budget constraints

Primary Duties: General administrative support, data storage/retrieval, answering phones

Mollynda McArthur
Mollyndamcarthur@gmail.com

References

Christine Rymsha, RD, LDN
Co-worker at UMMHC Marlborough Hospital
508-481-5000, extension 60166

Nina Carman
Classmate at Framingham State University, co-worker at UMMHC Marlborough Hospital
508-808-9889
ncarmen@student.framingham.edu

Melanie Santa
Co-worker at UNUM
774-437-6448
MSanta2@UNUM.com