

# *Taylor Kollak*

703 Douglas Drive Evansville, IN 47712 (618) 302-0368 tnkollak@eagles.usi.edu

---

## **Objective**

To obtain a dietetic internship.

## **Education**

University of Southern Indiana Evansville, IN <b>Bachelor of Science in Food and Nutrition, Dietetic Concentration</b> GPA: 3.67	Expected May 2020
Southern Illinois University Edwardsville Edwardsville, IL 28 credits earned	Fall 2016 - Spring 2017
Wabash Valley College Mt. Carmel, IL <b>Associate in Science and Arts</b>	Fall 2015 - Spring 2016

## **Certifications**

CPR/AED	August 2018 - August 2022
ServSafe	September 2019 - September 2024
TeamSTEPPS/Wellness Coaching training	January 2020

## **Professional Memberships**

Academy of Nutrition & Dietetics; student member	February 2019 –current
• DPG33 Sports, Cardiovascular and Wellness Nutrition (SCAN)	June 2019 – current
• DPG30 Nutrition Entrepreneurs (NE)	October 2019 – current
Indiana Academy of Nutrition & Dietetics; student member	February 2019 – current
Southwest Indiana Academy of Nutrition & Dietetics; student member	Sept 2019 – current
Food & Nutrition Student Organization (FNSO); member	August 2018 – current
• Treasurer (elected)	April 2019 – current
• Fundraiser committee	August 2018 – current
• Volunteer committee	August 2018 – April 2019

## **Work Experience**

St. Vincent Culinary Ambassador Evansville, IN	March 2019 – December 2019
• Responsible for calling & receiving orders for patient meals in the diet office	
• Adhere to specific patient diets	
• Stock hospital unit's pantries with patient tube feedings & supplements	
• Proficient in St. Vincent's Dining On Call System & Culinary Support System	

- Prepare and fill patient trays on a specific time frame schedule (~150-200 patients)
- Increased knowledge in therapeutic diets and nutritional supplements
- Follow ServSafe practices

**Facility Manager**

January 2018 - present

University of Southern Indiana Recreation, Fitness, & Wellness Center  
Evansville, IN

- Assist the professional staff in enforcing policies and managing up to 4 other student staff through supervision
- Attend to all injuries & complete injury report forms, complete facility manager reports
- Supervise facility reservations & perform hourly rounds to ensure a safe and sound environment
- Process all locker rentals, guest passes, bike checkouts, and money transactions
- Ensure safety of all individuals in free weight and cardio areas and explain proper exercise technique to up to 150 guests / shift
- Provide fitness consultations and orientations as needed, develop appropriate exercise programs for participants

**“Sweet Tea & Jesus” - Tea Stand Worker**

Summer 2018 - when needed

Fairfield, IL

- Prepare and set-up tea stand prior to opening
- Mix and prepare tea for customers
- Provide friendly customer service
- Maintain all stock and keep up with the flow of customers
- Maintain safe food handling practices

**JW Equipment, LLC - Office Secretary**

May 2017 - August 2018

Albion, IL

- Responded to phone calls and walk-ins in a professional courteous manner
- Utilized QuickBooks to track transactions for up to 40 pieces of equipment
- Prepared sale ads for trade publication each week

**Professional Preparation**

**Camp Jump Start Dietetic Kitchen Staff**

July 19 - 28, 2018

Danville, OH

- Cleaned, cooked, & prepared meals for diabetic campers (14-17 yr.) and staff members each day (~150 people)
- Cleaned and maintained kitchen sanitation standards
- Was given Diabetes education and counseling
- Trained to administer, monitor and check an Epi-pen, glucagon, & insulin
- Prepared day/night snack buckets for the nightly insulin checks for each group of diabetic campers and staff

- Provided and distributed snacks during the blood glucose checks & injections during the nightly rounds
- Worked strictly with campers who had diabetes, Gluten-free/Celiac disease, food allergies and were vegetarian

## **Research**

**“Healthy for the New Year” Student Researcher** January 2019 - May 2019

University of Southern Indiana

- “Healthy for the New Year” research project with the Vibrant Life Club and Professor Dr. Serah Theuri
- Monitored and organized data from the participants’ food intake during the project
- Provided education and tips to participants

**Interprofessional Education Wellness Promotion Program Student Researcher**

University of Southern Indiana

September 2019 - current

- Completed TeamSTEPPS & Wellness Coaching training for the Spring Wellness Program
  - Learned how to properly communicate and work with other healthcare professionals and how to guide a client through a wellness coaching appointment
- Developed research poster to be displayed at the Spring Wellness Fair
- Providing wellness coaching for 2 clients for 8 weeks

## **Job Shadowing**

**Vanderburgh County WIC Clinic**

February 2019 (2 hrs.)

Evansville, IN

- Observed several WIC program appointments and learned how to navigate WIC’s online profiles and how a WIC appointment works
- Learned about WIC’s program, benefits & services and program data system
- Learned about client profile set-up and nutritional history

**Evansville Vanderburgh School Corporation**

February 2019 (3 hrs.)

Evansville, IN

- Learned how the school lunch system worked, the software used to develop and operate school lunches, when and how stock deliveries come prepared, and the high school’s personal cash register system
- Assisted dietitian with duties during lunch at a high school in Evansville
- Helped bring lunch to the Daycare

**Fairfield Memorial Hospital**

October 2016 (2 hrs.)

Fairfield, IL

- Gained clinical experience with in-patient and out-patient interaction
- Learned how to assist a client through a nutritional assessment

## **Community & Volunteer Work**

- FNSO Treasurer May 2019 – May 2020
  - Supervisor: Beth Young – Hours: 40+/semester
  - Developed annual budget
  - Attend and help lead monthly meetings
  - Give treasurer report at all monthly meetings
  - Receive all club funds and dues
  - Organize all club fundraisers
  - Make deposits and withdrawals as needed
  - Keep a monthly audit of all club members
  - Audit financial records which will be shared with other officers during the last month of the meeting year
- FNSO Fundraising & Volunteer committee member August 2018 - present
  - Supervisor: Beth Young – Hours: 40+/semester
  - Attend monthly meetings
  - Organized fundraising & volunteer opportunities
- USI Health Professions Expo February 2020
  - Supervisor: Beth Young – Hours: 1
  - Baked gluten-free muffins to be given out at event
- Evansville Tri-State Food Bank Volunteer Fall 2019
  - Supervisor: Beth Young – Hours: 3 hours
  - Learned about Tri-State Food Bank's purpose, agenda, and work positions
  - Worked with a group of classmates to bag over 400 "backpacks" filled with weekend snacks for low-income children in the tri-state
  - Restocked food items for the assembly line when low
- USI President's Dinner Volunteer Fall 2019
  - Supervisor: Elizabeth Ramos – Hours: 5
  - Helped with dining room set-up and service
  - Waitressed 3 tables with 8 people each
  - Helped clear tables when dinner was finished
- Sodexo Rotations with USI Dining Services Fall 2019
  - Supervisor: Elizabeth Ramos – Hours: 9
  - Completed 3 food services rotations in the bakery, hot/cold preparation, and retail
  - Operated different equipment in a quantity food kitchen
  - Worked with others to complete tasks in a quantity food kitchen
- Job Spark Student Presenter Fall 2019  
Evansville, IN
  - Supervisor: Dr. Julie McCullough – Hours: 2
  - Promoted the dietetic profession and program to 6,000 8<sup>th</sup> graders
  - Engaged participants in an interactive game
- Oil Belt Christian Service Camp Kitchen Volunteer Summer 2019  
Flora, IL
  - Supervisor: Jeannie Eident – Hours: 4
  - Helped to prepare breakfast & lunch for campers
  - Helped to wash, clean, and sanitize kitchen items and area

- Maintain safe food handling practices
- Edwards County High School Dinner Theater Volunteer Spring 2018 - 2019  
Albion, IL
  - Supervisor: Nixie Hnetkovsky – Hours: 6
  - Assisted in food preparation for events
  - Prepared and worked beverage station for students to serve
  - Plated food and gave to music students to serve to ~300 guests
  - Enhanced my leadership & community skills by mentoring younger volunteers
- USI Homeless Symposium Education Booth Volunteer February 2019
  - Supervisor: Beth Young – Hours: 2
  - Represented the Food & Nutrition Program by educating on assessment and screening tools to conference attendees
  - Answered questions about different screening tools for 4 different categories of people (malnourished, digestive problems, elderly, general nutrition)
- Homeless Connect Event Volunteer Spring 2019  
Old National Events Plaza - Evansville, IN
  - Supervisor: Beth Young – Hours: 2
  - Distributed snack bags to attendees of Homeless Connect Event
- Area Health Education Centers (AHEC) Presentation Volunteer Spring 2019
  - Supervisor: Beth Young – Hours: 3
  - Presented to 60 8<sup>th</sup> graders how to make healthy snacks
- Nutrition Focused Physical Exam Training Workshop February 2019  
Evansville, IN
  - Supervisor: Beth Young – Hours: 1
  - Registered/checked in participants
  - Distributed workshop materials
- USI 6<sup>th</sup> grade Health Fair Volunteer Spring 2017, 2018, 2019
  - Supervisor: Beth Young – Hours: 3/semester
  - Represented the Food & Nutrition program at the event
  - Organized nutrition game & helped to make food presentation board
  - Gave a presentation to 5-6 groups of 10-15 6<sup>th</sup> graders
- Nutrition poster for program volunteer (Fall 2018)
  - Supervisor: Beth Young – Hours: 1
  - Developed an educational poster on sports nutrition
  - Displayed in the Health Professions Building during the month of November 2018

## Fundraisers

- FNSO Mug Fundraiser Fall 2019
  - Supervisor: Beth Young – Hours: 5
  - Created, developed, and organized mug fundraiser
  - Collected all funds and distributed mugs to sellers
- FNSO Fundraiser Finals-Week Meal Preparation Spring 2019
  - Supervisor: Beth Young – Hours: 2
  - Prepared “to-go” meals for USI Faculty & Staff