HEATHER FALCONE

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EDUCATION

American University, School of Public Affairs | Washington DC | May 2020
Master of Public Policy, Health Policy

Rutgers the State University of New Jersey | New Brunswick, NJ | May 2016
Bachelor of Science, Nutritional Sciences

RELEVANT COURSEWORK

- Health Care in the U.S.
- Sociology of Medicine and Health Care
- Principles of Public Health
- Politics of Environmental Issues

EXPERIENCE

Alice's, Lake Hopatcong, NJ ***Hostess & Waitress*** **April 2017 - August 2018**

- Working collaboratively with floor staff
- Multi-tasking and focusing on detail management in a timely manner
- Liaison between customers and kitchen staff

Boxed Wholesale; NJ & NY **January 2015- January 2017**

Customer Service Representative; NY, NY, September 2016 - January 2017

- Resolve customer inquiries efficiently using company software
- Attract potential customers by answering product and service questions
- Communicate with merchandising department about product recommendations from customers

Food Buyer Intern, Union, NJ, January 2016 - August 2016

- Monitor and organize inventory stock levels and change in consumer demand
- Communicate with receiving & accounts payable department
- Work with fellow interns under deadline pressure to complete projects
- Conduct product research for department leaders

Warehouse Associate, Edison, NJ, January 2015 – January 2016

- Fulfill customer orders in an efficient manner

VOLUNTEER EXPERIENCE

Speaker Coordinator | Rutgers University Nutrition Club | September 2015 - May 2016

- Organize events by contacting and booking nutrition professionals
- Lead meetings, encouraging students to participate in events
- Actively educate student and staff on nutrition and health

4-H Get Moving, Get Healthy Afterschool Program | East Brunswick, NJ | February 2014-May 2014

- Educate elementary school children on various nutrition and health topics
- Encourage participation from every child
- Integrate physical activity games with learning experiences