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Education

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| 2016 | RD | Morrison Chartwells Dietetic Internship Focus: School Nutrition Management |
| 2013 | MS | Colorado State University, Fort Collins, CO Community Nutrition |
| 2011 | BS | University of North Carolina at Wilmington, Wilmington, NC Chemistry |

Professional Experience

WIC Project Manager, Gretchen Swanson Center for Nutrition (GSCN)

Omaha, NE | November 2023- Present

- Lead project management efforts for WIC projects to ensure all projects are completed on time, within scope, and within budget
- Provide tailored technical assistance and support to a variety of project sub-grantees and partners, helping ensure the projects achieve their goals
- Oversee project files including the creation, usage, organization, and archival of project folders and documents
- Develop and manage project plans inclusive of project stages, tasks, assignments, and deadlines
- Schedule, organize, and lead client and work team meetings; develop agendas, document notes, and oversee action items
- Delegate tasks to work team members; provide direction, guidance, and feedback as necessary
- Direct measurement tool development by leading planning sessions and reviewing all measurement tools
- Direct the development of project deliverables by leading planning sessions, delegating assignments, writing report sections, developing deliverable drafts, reviewing branded deliverables, presenting deliverables to clients.

WIC Training Coordinator, San Diego Research Foundation WIC

San Diego, CA | October 2017-May 2022

- Oversaw multiple projects concurrently, ensuring that deliverables and deadlines were consistently met on time
- Coordinated the training and mentoring of 10-15 direct services staff annually
- Planned and streamlined monthly staff meetings and webinars, impacting operational efficiency and policy compliance
- Spearheaded agency training for a multi-year transition from paper to electronic benefits, overseeing end-to-end training for all staff and supporting a seamless implementation
- Monitored and analyzed staff policy compliance data, generating monthly reports and providing additional training and support as needed

Professional Experience (Continued)

Wellness Manager, Chartwells K-12

Clackamas, OR | September 2016-May 2017

- Trained and provided technical assistance to 100 food service associates in menu compliance, meal components, food allergies and food safety ensuring program integrity
- Fostered relationships within the school district and the local community to actively promote health and wellness initiatives for students and families
- Developed the breakfast, lunch and supper menus for 28 K-12 schools in compliance with regulatory standards, nutrition guidelines and budgetary goals
- Led team to successfully complete the nutrition portion of the State Administrative Review
- Collaborated with the SBHC Health & Wellness Coordinator to execute monthly nutrition and tasting tables for High School students to address mental health and food security

WIC Nutritionist, Community Progress Council WIC

York, PA | August 2014-August 2015

- Provided excellent customer service to participants ensuring their needs and expectations were met or exceeded
- Collaborated and referred clients to external resources and community partners
- Utilized patient centered education to deliver nutrition and breastfeeding messaging to diverse population, serving 10-15 pregnant, postpartum infant and child participants daily

Graduate Research Assistant, The LEAP Study, Colorado State University

Fort Collins, CO | January 2012-November 2013

- Led a team of 8 researchers to pilot test and implement a Tasting Challenge for 1st graders at five rural Colorado elementary schools
- Wrote and edited articles for quarterly nutrition and physical activity newsletters encouraging positive behavior change in rural, low resource families
- Collected anthropometric data, and performed gross motor and tasting panel testing with 4-6-year-old students at various head start, preschool and elementary school study sites

Peer-Reviewed Publications

Bellows, L., **Conlon, T.**, Cunningham-Sabo, L., Johnson, S., Opportunities in the Classroom or Cafeteria for a “Tasting Challenge” to Influence First Grade Students’ Willingness to Try New Foods, *The Journal of Child Nutrition & Management* vol. 39, iss. 2., 2015