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Saint Albans, NY 11412

PORTFOLIO

<https://binho25rj.wixsite.com/where-food-meets-w-7>

EDUCATION

**Bachelor of Science in Dietetics
& Exercise Sciences**
*CUNY Queens College, New
York, NY*

□ *GPA: 3.76/4.0 | Dean's List:
2024-2025*

□ *Expected Graduation: May
2025*

ROBSON HIDALGO

PROFESSIONAL SUMMARY

Detail-oriented and results-driven nutrition and wellness professional with strong organizational and interpersonal skills. Committed to empowering clients in achieving their health and nutrition goals using evidence-based dietetics and exercise science. Experienced in customer service, administrative support, and personal training, with expertise in dietary analysis.

SKILLS

- Solid interpersonal and communication abilities
- Knowledge of nutrition and weight management
- Analyzing diets
- Assisting with food service and patient meal accommodations
- Fitness training and exercise science
- Counseling and coaching clients
- Microsoft Office (Word, Excel, PowerPoint, Outlook)

EMPLOYMENT

Administrative Assistant

Infimax Tax, Brooklyn, NY | January 2019 - Present

- Maintained schedules and appointments for two tax accountants.
- Greeted forty or more customers weekly with a smile and great customer service throughout the office.
- Kept financial records up to date, processed payments, and balanced pocket cash.

Volunteer - Meal Assistance Program (MAP)

Mount Sinai, New York, NY | June 2024 - April 2025

- Supported patients with meal setup and accessibility.
- Provided company and offered warm and comfortable dining experience.
- Assisted in food packaging and completion of menus.

Personal Trainer Intern

Complete Body 14th Street, New York, NY | May 2021 - July 2021

- Provided customized one-on-one training lessons based on client needs.
- Carried out exercise and body composition tests.
- Created and followed personalized workout plans.

LANGUAGES

Portuguese

Native or Bilingual

English

Professional

Spanish

Professional Working

ACHIEVEMENTS

QC dietetics Club

CUNY Queens College, New York, NY – Fall 2024

FNCE 2024

Full conference – Minneapolis, MN

REFERENCES

Upon request.

Executive Assistant

US Travel Tour Operator, Astoria, NY | January 2015 - March 2020

- Developed personalized travel packages, coordinating activities, accommodation, and transportation.
- Managed internal and external correspondence, high-volume calls, and company billing and invoice payments.
- Organized meetings, obtained document signatures, and maintained records.

Concierge Desk Attendant - Guest Services

Martinique Hotel, New York, NY | May 2017 - July 2017

- Provided customer service and problem-solving assistance.
- Assist guests with use of hotel facilities, travel details, and special requests

CERTIFICATIONS

• CPR/AED Certification

Red cross | Expires: February 2027

• Certified Personal Trainer

National Academy of Sports Medicine (NASM) | February 2021 – Expires: February 2027

• Certified Lifeguard v6

YMCA, New York, NY | July 2023 – Expires: July 2025

• Interprofessional Education

Interprofessional Communication Certificate – September 2024

Roles and Responsibilities Certificate – September 2024

Teams and Teamwork Certificate – September 2024

Values and Ethics Certificate – September 2024

PROJECTS/MEMBERSHIPS

Development of Low-Sugar Banana Bread Muffins

- Used monk fruit sweetener instead of coconut sugar in two different recipes (50% and 100%).
- Analyzed the effects of sugar substitution on texture, taste, and nutritional value.

Grant proposal - Community nutrition program

- Nutritional support theoretical program NASEM 5a's framework for cancer patients at NYC Health + Hospitals/Elmhurst

Academy of Nutrition and Dietetics

- Membership
- Oncology nutrition member