

# Sample Portfolio

## Health Sciences

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[Questions?](#)

Speak to an Assessment Advisor at 855.791.7106 (Toll Free)

## Educational Goal Statement

I am pursuing a Bachelor of Science degree in Health and Wellness to expand my knowledge, broaden my career opportunities, and enhance my personal development. I am passionate about my career as a self-employed personal trainer and educational consultant for eleven fitness facilities. By furthering my education and receiving a BS degree I will increase credibility and opportunities, thus providing me the ability to influence and inspire more people to a life of fitness and health. A Kaplan University professor recommended I consider the portfolio development course because of my prior experience and knowledge. I am hopeful this course will validate my prior learning, lead to less expense, and allow me to attain my degree sooner.

I have actively studied subjects related to health, nutrition, and fitness for thirty years. I enjoyed working as a medical assistant for over ten years and thought it would be a lifetime career until I discovered a passion for fitness while attending aerobic classes. I learned to teach aerobics classes and taught part-time back in the days of Jane Fonda, leg warmers, and headbands. My yearning for credibility led me to become a certified aerobics instructor through the American Fitness Association of America in 1986. I grew bored with my job as a medical assistant, but continued in the position as my aerobics instructor income was not sufficient to support me. My passion for fitness led me to study and become a certified personal trainer through the American Council on Exercise in 1996. I continued to increase my knowledge in nutrition, fitness, and health by attending seminars and conferences, home study continuing education courses, and self-study. I have pursued learning fervently throughout the past thirty years and believe I have acquired knowledge similar to those holding degrees in exercise science, nutrition, and similar related fields.

I was content for many years working as a personal trainer, supervisor, and fitness director. I enjoy my career, but I would like to expand my opportunities to lecture at seminars and conferences and design corporate wellness programs. I am currently the educational director for a fitness center with eleven locations. I teach a personal training education course several times per year and develop continuing education courses for their personal trainers. I believe I have a gift for presenting science based fitness and nutrition information in an accessible format. I have found many companies require a minimum of a Bachelor's degree (some require a Master's degree) of those wishing to lecture at their conferences and seminars; therefore, I chose to further my formal education and acquire both a BS and MS degree.

## Expanded Résumé Entries

### Employment History

1/1982 - 1/1983

Medical Assistant/Medical Transcriptionist

*Role/Responsibilities:* Duties included: sanitize, set up, and maintain adequate supplies in examination rooms, purchase supplies, take patient history and vital signs (weight, blood pressure, pulse), set up and assist physicians during in-office surgeries, assist in dressing wounds, remove sutures, remove casts, clean and sterilize (autoclave) equipment, administer EKG's, injections, urinalysis, prepare slides for viewing, draw blood, telephone prescriptions to pharmacy, authorize drug refills, answer phones, schedule appointments and surgeries, prepare new patient charts, maintain medical records, filing, post charges and payments, and transcribe medical records.

3/1983 - 5/1985

Aerobics Instructor, Receptionist, Coordinator

*Role/Responsibilities:* Designed and taught 5-14 group fitness classes per week for 5-35 women - formats varied from aerobics to resistance training, instructed women how to use weight equipment properly, coordinated fitness class schedule, answered phones, maintained cleanliness of workout floor and weight room, CPR certified.

### Professional Training

3/1986- In Progress

Group Fitness Instructor

8/1996 - In Progress

Personal Trainer

### Associations

5/1985 - In Progress

Professional Membership

*Description:* is a resource for the fitness professional regarding educational conferences and continuing education courses.

### Accomplishments

8/2001 - 5/2005

Gym and Day Spa

*Description:* I was top selling personal trainer numerous times. As a supervisor (beginning 2004) my team had the highest sales of personal training sessions during a single day and highest gross in a month during my last month - May 2005 (\$80,000).

2/1991 - 11/1991

Recipe Book

*Description:* I created a cookbook with low-fat recipes. I reconfigured traditional recipes and developed new recipes thus providing members with healthier alternatives. I calculated the calories of every recipe by hand (no computer program to help me) and typed every page!

# Learning Autobiography

My first job was working as a telephone operator and receptionist for a busy truck brokerage firm after graduating from high school in 1981. The company's business was conducted over the phone. I answered over ten phone lines and was the first point of contact with customers and potential customers. The customers relied on my communication and organizational skills to direct them to the proper broker, as well as deliver detailed messages in a timely manner if the broker was not available. I also helped the accounts payable department type and file invoices. The owner became overextended after adding many subsidiaries under the umbrella - I feared I would lose my job and began to search for a new one. I fortunately fell into a temporary medical assisting position through a friend of my mother.

In January 1982 I walked into unfamiliar territory as I began my temporary position. Initially I answered phones, scheduled appointments, and checked the patients in and out. The office manager recognized I was a quick learner and within a few days I was taking patients to exam rooms, reading patient charts and initiating pre-exam procedures prior to physician examination which included checking blood pressure and obtaining patient medical history. I enjoyed the patient interaction and although everything was new to me, I loved learning medical terminology and basic medical procedures and working in a medical office. I was offered and enthusiastically accepted full-time employment. I was eager to learn as much as possible to assist with patient care. The physicians taught me to draw blood, give injections, remove sutures and casts, administer EKG's, provide urinalysis, prepare slides for viewing, and read lab and other various medical reports. I accompanied the physicians in the exam rooms and assisted with medical and surgical procedures. I saw first-hand the health consequences of diabetes and heart disease, as well as other diseases I knew little about such as hepatitis and anorexia. Because of my interest in understanding patient health problems, the physicians took the time to explain them to me. Other duties included answering phones, scheduling appointments and surgeries, telephoning prescriptions to the pharmacy, authorizing drug refills, preparing new patient charts, maintaining medical records, filing, posting charges and payments, and transcribing medical records when the transcriptionist was sick or on vacation.

of working with patients. I also recorded patient measurement and set up patients including filing

...courses were anatomy, physiology, and nutrition which provided a foundation for future learning in the exercise and nutrition fields. The nutritional aspects of fitness resonated with me and provided an incentive for me to reform my diet and work on recipe makeovers for clients. I had enjoyed cooking and baking from a young age, but now had

In May 1985 I began teaching aerobic classes at Spring Street Fitness Center. I designed and taught a variety of aerobics and light weight resistance classes. I taught and motivated the members until I moved from the area in April 1986.

transcriptionist was sick or on

...ied after witnessing one of the ...e. It motivated me to become ...ians in the office were dedicated ...e gym daily. They encouraged the ...omen's Fitness Academy that had ...ving the aerobics routine, but I ...ember 1982 by one of the ...h public speaking, but as I ...an to imagine myself leading a ...the direction of two aerobics ...ctors and was hired as an ...to learn proper body mechanics ...erly. I learned to effectively ...came popular inspiring me to ...d to exercise and nutrition. ...t equipment enabling me to ...ffered to work when I was not ...d the gym, answered the ...schedules. I continued to ...solved when one of the

...take courses at a local junior

...ledgeable so I could also teach other

...ges I did not want to keep changing jobs. I was ...se I was not more involved with the clinical ...rking as a medical ophthalmologic assistant for Dr. ...eorge Norman. He performed all aspects of patient care until I enlightened him regarding my abilities to perform many of the routine tests. I created a patient form, performed visual acuity testing, checked patient blood pressure, performed visual field testing, checked patient

...s. Health club owners and ...ers. Recognizing a change ...of America (AFAA) ...arch 1986.

...6. I decided I wanted to try ...firm. I was hired at Cohen, ...ntact for clients both in ...after a year decided to

...I worked primarily in the ...ntments and surgeries, ...ew patient files. I enjoyed ...to perform more clinical ...office duties only when he was

...ss Center in April 1986. I ...per exercise technique ...ately four to seven classes ...e I also attended continuing ...e instructors teaching the

# Course Petition

## **HW-205 Vitamins, Herbs, and Nutritional Supplements – Kaplan University Online**

### **Course Outcomes:**

- Describe the benefits and common uses of commonly used vitamins and minerals
- Describe commonly recommended vitamin and mineral prescriptions across the spectrum of age and gender
- Describe principal systems of herbal medicine found worldwide and their characteristics and common usages
- Discuss nutritional supplements
- Evaluate issues involving regulation, special interest groups and ecological concerns in current research
- Demonstrate college level communication through the composition of original materials in Standard American English
- Use principles of sound reasoning

### **Sources of Learning:**

#### **Employment History:**

Fitness Firm

#### **Volunteer Activities:**

Child & Parent Resources - Teach a community "Friends and Family" PR class with affiliated training center (Child & Parent Resources). Held each year in March

#### **Independent/Self-Study:**

Physiology of Sport and Exercise

Make the Connection

The Get With the Program! Guide to Good Eating

The Best Life Diet

20 Years Younger: Look, Younger, Feel Younger, Be Younger

# Primary Documentation

## Letter From the Supervisor

[REDACTED]

May 31, 2012

RE: HW205: Vitamins, Herbs, and Nutritional Supplements; SC115: Principles of Nutrition; NS420: Nutritional Counseling; EF205: Scientific Foundations of Exercise and Fitness; EF310: Current Trends in Exercise and Fitness-Aging Well across the Lifespan

To Whom It May Concern:

I have known [REDACTED] for over ten years. I first met with her regarding chronic back pain, which I had been suffering since having a spinal fusion. I had received physical therapy, but continued to have constant pain. I tried to get back to my exercises pre-back surgery, but everything hurt too much. While I first met with [REDACTED], she performed a thorough health and nutrition assessment. She evaluated my posture, gait, areas of pain, and aerobic fitness level. She recommended a basic aerobic program and assembled strength training exercises geared especially for my particular back condition. This program definitely helped my back, and I was impressed with [REDACTED] knowledge and professionalism.

[REDACTED] and I discussed nutrition during the visit, but I was interested in addressing my back pain and did not feel I needed nutritional assistance. Although [REDACTED] had moved out of the area she called periodically over the years to see how I was doing with the exercises. I decided to call [REDACTED] after experiencing unrelenting diarrhea for seven months. I had seen my gastroenterologist and had numerous test, including; colonoscopy, upper GI, stool specimens, and blood tests. All of the tests were negative. The physician also had me on several food elimination diets. [REDACTED] performed a phone interview and asked what the tests the doctor's had performed and what they recommended as treatment. I explained all that had been done and that I was at an impasse and still having diarrhea.

[REDACTED] then zeroed in on what medications and supplements (vitamin, mineral, herbal) I was taking. I was taking many over-the-counter supplements. [REDACTED] requested a complete list including a list of all ingredients, the amounts, and the dosages I was taking. She contacted me after she had analyzed and evaluated all the combined ingredients I was taking. Many overlapped, thus I was doubling and tripling several of the vitamins and minerals. [REDACTED] recommended I discontinue a number of these supplements. One, in particular was a calcium, magnesium, and herbal supplement. It contained three times the recommended dosage of magnesium. [REDACTED] suggested I temporarily discontinue the use of all supplements. It was like a miracle – within three days my digestive system was back to normal! I appreciated [REDACTED] knowledge,

# Secondary Documentation

## Certificates and Awards







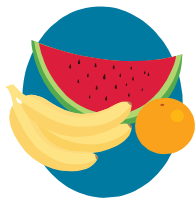
# Secondary Documentation

## Work Sample



# NUTRITION

Chapter 4, ACE  
Eat Less, Move More



- Cannot give clients a “diet”
- Refer to a registered dietitian when necessary

carbohydrates. It is then used as an energy source instead of it's intended jobs.

- Be optimistic—people that have perceived control, positive expectations, empowerment, a fighting spirit are more successful at changing behaviors and losing weight