

STACI A. KATKOV

KEY SKILLS

- Expert at Microsoft Office 2010
 - Primarily PowerPoint, Excel & Word
- Alchemy SISTEM Software & LMS
- Articulate Studios
- Sage Adonix X3 ERP System
- Certified HACCP Manager & SQF Practitioner
- Creating & teaching fun, effective training courses in a variety of formats
- Highly detail oriented, self motivated, professional multitasker with superior organizational skills

EXPERIENCE

- 2008 - Current** ***Quality Specialist*** **Agropur inc. Division Natrel USA** **St. Paul, MN**
- Played a key role in the development, implementation & maintenance of the SQF Program
 - Researched, analyzed data, & recommended changes to improve multiple programs, including sanitation, environmental testing, GMPs, HACCP, corrective actions, & others.
 - Created, implemented, & currently maintain document control program, organizing all documentation & creating all forms & procedures used in production.
 - Implemented current training program using Alchemy SISTEM software. Includes determining required training for employees (HR, workplace safety & food safety), creating courses & training materials, creating & sending reports on training progress, maintaining LMS website, and performing & scheduling training for all 225+ employees. Increased training for employees from 2 hours in 2006 to the current 12-15+ hours per employee per year, with higher completion rates overall. This has resulted in decreased workplace accidents over the past few years, increased product quality, reduced number of defects, & decreased consumer complaints. Course evaluations after classroom sessions average 99% satisfied or very satisfied with content, training delivery, time management & instructor knowledge. Played a key role in implementing a similar training program using Alchemy SISTEM in the Grand Rapids, MI facility.
- 2007 - 2008** ***Microbiologist*** **Agropur inc. Division Natrel USA** **St. Paul, MN**
- Performed microbiological testing on finished products & environmental samples
 - Undertook various special projects, such as data analysis & trending, updating QA programs, training new employees, & data entry into ERP system
- 2006 - 2007** ***Laboratory Technician*** **Agropur inc. Division Natrel USA** **St. Paul, MN**
- Performed analytical & microbiological testing on raw materials & finished products
 - Worked with ERP systems (SIS & Adonix X3) to enter data, run reports & other tasks
- 2001 - 2006** ***Shift Manager*** **Culver's Restaurant** **Mankato, MN**
- Worked all positions, trained new employees, scheduling & other tasks
- 2004 & 2005** ***Counselor*** **Camp Courageous of Iowa** **Monticello, IA**
- Worked with campers of all ages with special needs; summers only

EDUCATION

- 2008 – Present**
- Multiple training courses & webinars on Microsoft Office 2010, implementing training programs, creating effective training courses, adult learning, SQF, FSMA, & Alchemy software
- 2002 - 2006** **Gustavus Adolphus College** **St. Peter, MN**
- Bachelors Degree in Biological Sciences, Minor in Music

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