

BRANDYLYNN FLAIGG

SKILLS

Ethical worker determined to maintain peace, security and safety with in Factory or Production Center. Remains calm and self-assured in stressful working conditions. In-depth knowledge of many lock out, tag out procedures as well as warehouse work in stocking, packaging & fork lift operations. Trained in crisis intervention and prevention procedures as well.

EXPERIENCE

Albany Farms, Belle Fourche, SD – *Production Worker*

October 2022 – Present

- Recognize the importance of safety in the workplace, follow safety rules, utilize appropriate safety equipment, and report unsafe conditions to the shift supervisor or plant manager.
- Operate various manufacturing line equipment, follow specific directions, operate hand tools when necessary.
- Ensure product quality output for Twisted Noodle products & alert plant manager and maintenance team as necessary with adjustments of the line process are needed.
- Perform quality checks of ramen noodles as defined by specifications.
- Assure components and process comply with quality specifications before moving on to next stage in production line.

Northern Hills Training Center, Spearfish, SD – *Direct Support Professional and Assistant Supervisor*

01/2016 – 11/2020

- Maintained clean and well-organized environment for client happiness and safety. Transported clients to doctor's appointments and errands.
- Enhanced patient wellbeing by supporting participation in recreational activities.
- Tracked and reported clients' progress based on observations and conversations. Supervised medication administration, personal hygiene and other activities of daily living. Followed care plan and directions to administer medications.
- Developed strong and trusting rapport with patients to facilitate smooth, quality care.

- Documented current patient information to update vital signs, behaviors and eating habits.
- Provided direct care to individuals with intellectual and developmental disabilities, fostering activities of daily living.
- Improved patient outlook and daily living through compassionate care.
- Established and enforced clear goals to keep employees working collaboratively.
- Provided ongoing training to address staff needs.
- Complied with company policies, objectives and communication goals.
- Identified and corrected performance and personnel issues to reduce impact to clients & business operations. Coached staff members to develop long-term career goals.
- Interviewed applicants, recommended individuals for hiring and evaluated staff performance.
- Monitored employee productivity to provide constructive feedback and coaching

Butte County Sheriff's Office, Belle Fourche, SD – 24/7 Officer

10/2018 – 01/2020

- Maintained filing systems to organize operations and administration records.
- Observed and recorded details of criminal events according to departmental protocol.
- Subdued resisting subjects with defensive tactics and approved nonlethal weapons.
- Documented observations and actions by radioing information and completing reports.
- Followed laboratory guidelines for handling biological specimens.
- Recorded control values from technical instruments to maintain reliability and validity of test results. Prepared, processed and analyzed urine, PBT & patch samples.
- Reviewed patient test results, prepared data reports for probation officer in events of positive test
- Search, Arrest & transport any one who may have violated to jail
- Worked closely with team members to deliver project requirements, develop solutions and meet deadlines.

Butte County Sheriff's Office, Belle Fourche, SD – 911 Dispatch Communicator

11/2014 – 04/2015

- Handled emergency phone calls calmly and obtained pertinent information with composed approach.
- Used radio, telephone and computer system to update first responders with new information.
- Prioritized responses to public emergency and non-emergent calls to promptly dispatch police, fire and EMS while tracking data in real-time.
- Dispatched calls to relevant police, fire or medical response personnel depending on individual call situations. Assisted departments with special requests for assistance and BOLOs.

- Mitigated risks and emergency response delays by efficiently monitoring public safety field units.
- Dispatched police officers and emergency personnel to calls for service.
- Maintained and updated crucial and confidential information, phone numbers and addresses. Asked probing questions to get to root of caller's issues.
- Certified in CPR to provide First Point of Contact emergency assistance to callers.

EDUCATION

Everest, Thornton, CO – *Associate of Applied Science in Pharmacology*

2011

Nationally Certified Pharmacy Technician Program

Front Range Community College, Westminster, CO – *Associate of Applied Science*

2005 - 2007

No degree obtained, 32 credit hours completed & transferred

Pomona High School, Arvada, CO – *High School Diploma*

2005 Graduated with Diploma

AWARDS

Academic Achievement Award in Development Studies - FRCC