

## CAROLINE AGYEI

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### PROFESSIONAL SUMMARY

Excellent work ethic and strength in boosting company morale. Works well with team and good at taking commands as well. Excellent at adapting to new environments, people and places to accomplish a higher goal. Basic knowledge of the following programs: HACCP, Sanitation, Good Manufacturing Practices, Pest Control, Food Microbiology, FDA and USDA Regulatory requirements.

### EDUCATION

**Pursuing Bachelor of Science, Business Management**  
**Metropolitan State University of Denver - Denver, CO**  
3.09 GPA

**Anticipated 2019**

**Bachelor of Arts, Communication Design**

**2011**

**Kwame Nkrumah University of Science and Technology - Kumasi, Ashanti Region, Ghana**

### SKILLS

- Microsoft Office Expert (Word, Excel, Outlook, PowerPoint)  Team building and  Strong critical thinker
- Customer service oriented  Database management
- Excellent planner and coordinator  Meeting deadlines is a top priority
- Project planning and report analysis  Matrix/SAP knowledge
- Adobe Creative Suite (Photoshop, Illustrator, InDesign)

### EXPERIENCE

**Ardent Mills | Denver, Colorado**

Contractor - RQT-WHEAT RESEARCH AND QUALITY | June 2018 – October 2018.

- Measured ingredients for bread sponge while inspecting product for inconsistencies
- Followed strict time schedules for sponging, proofing, and baking
- Entered data for sample receiving and the live data for final product into Excel spreadsheets

**Dawn Foods Manufacturing, Denver Colorado**

Quality Assurance Tech Intern / Contractor | September 2015 – March 2018

- Monitored, inspected and tested products in process in the lab. Ensured the products met all specifications. Recorded all information and reported any discrepancies.
- Monitored and checked calibration of measuring equipment and the operation of metal detectors to ensure proper operation.
- Performed formula audits and process audits, documented audit results.
- Monitored adherence to all food safety and quality programs including Good Manufacturing Practices and the Food Safety Plan.
- Assisted in the investigation related to customer complaints
- Performed environmental swabbing
- Performed other duties as assigned by management
- Created a safe work environment by embracing diversity and fostering an inclusive environment.

## **Oxygen Advertising, Accra Ghana**

*Graphic Designer* | February 2012– August 2014

- Developed design deliverables that elevated, differentiated and functioned on-brand and on-strategy.
- Collaborated with vendors to ensure style consistency with other marketing materials.
- Worked with internal clients to determine strategy and design for annual marketing campaigns.
- Generated new ideas with limited direction and varied internal client needs.
- Researched current and emerging art and graphic design technologies.

## **Dpi Print, Accra Ghana**

*Administration Assistant* | January 2010 – January 2012

*Administration Assistant Intern* | April 2009– September 2009

- Planned and coordinated logistics and materials for board meetings, committee meetings and staff events.
- Ordered and distributed office supplies while adhering to a fixed office budget.
- Coordinated domestic and international travel arrangements, including booking airfare, hotel and transportation.
- Managed office supplies, vendors, organization and upkeep.
- Assisted with event planning, including associated travel and logistical arrangements.
- Assessed urgency and priorities before accepting or declining appointments and meetings with the CEO.

## **VOLUNTEER / AFFILIATION**

**Member**, Denver Students of Business

## **References**

Angie Anyieni, Analytical Laboratory Manager ([angellah.anyieni@ardentmills.com](mailto:angellah.anyieni@ardentmills.com))

Ever Diaz - Warehouse Manager, Dawn Foods Manufacturing ([Everardo.Diaz@dawnfoods.com](mailto:Everardo.Diaz@dawnfoods.com))

Patrick Sor -Transportation Manager, Dawn Foods Manufacturing ([Patrick.Sor@dawnfoods.com](mailto:Patrick.Sor@dawnfoods.com))