

# Danielle Short

Supervisor/Team lead

1317 5th st N E. 209  
701-269-8011  
danis7460@yahoo.com

## Summary

I started out at entry level position and within 8 months , promoted to production lead. After vigorous training, and being very confident in that part of plant, I requested a move to quality assurance. I was QA lead 2014-2017.

## Work experience

**Team lead** 2012 - 2017  
Cavendish Farms  
Lead packaging/ Lead quality control

## Will bring certificates upon request as well as forklift license

**High school** 2012 - 2017  
Management classes from Dale Carnigie  
Several educational certificates ie (ert/haz mat technician  
First aid/CPR certified/ fork lift license/six sigma white belt/confined space, fire watch)

**High school** 1988 - 1992  
John Glenn  
Hs diploma

## Skills

**Bulk room operator,  
pallitizer operator, bagger  
operator, rotator operator  
and lead team supervisor in  
production**

Ensured all machines operating at all times. Ensures proper labeling, ensures customer safety by separating allergen from non allergen. Ensured all SAFETY, GMPS AND SOPS were followed by me and anyone who entered my area.( bulk room operator) 1

Ensure proper production codes are on cases per customer requirements. Change and or adjust wexxars, Elliots,case settlers, check weighers, and pallitizers. Ensured that check weighers weights were changed per product. (Pallitizer operator) 2

Ensure all production codes were correct, change and or adjust ishida scales, Bosch baggers and blue prints. Ensured all metal checks were performed in a timely efficient manner.( within every 60 minutes). Documented all machine settings and metal check verification into data base. (Bagger operator) 3

Responsible for all three areas. (Rotating operator) 4

Ensured all departments in area were staffed and producing to the highest standard possible. Place temporary staff , ie....LABOR READY, in positions as needed. Rework and all documentation regarding rework was filled out properly and entered into data base in a timely manner. Paperwork from above departments was rechecked, signed off, and turned in. Any corrections were made by me at this time.  
(packaging lead team supervisor) 5

## Skills

---

### Lead team supervisor Quality assurance

  
I was responsible to ensure a safe quality was ready for distribution. I trained new employees for QA TECH AND IN COMING LEADS. Performed various tests and grades per customer specifications. Entered final testing and grades into data base. Communicated all safety and or quality attributes to all departments.

Was responsible that all OCU'S WERE PERFORMED AND completed IN A SAFE AND TIMELY MANNER. Was responsible for all swabbing and verifying that all equipment was free of allergen and environmental debris. Performed necessary ETP AND allergen testing , recorded and documented in real time. Communicated any failed testing to proper department. Retested as necessary. Responsible for keeping all records for traceability purposes. Also, held and or released product per final testing. Haacp, sop,gmp,and all chemical verifications followed.

I was a part of all planned and surprise audits, performed any testing per auditor requests.

## Text section

---

I have made it my mission to learn different facets of the plant. I am tenacious, believe in working smart and hard. I pride myself on being a good leader as well as a team player. I hope I am given the opportunity to be granted an interview. Thank you in advance for your time.

## References upon request

---

Danielle Short