

Kathryn Kuseske

Sartell, MN

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Authorized to work in the US for any employer

WORK EXPERIENCE

Machine Operator

SYSCO - Sauk Rapids, MN - January 2017 to Present

Operate grinder and chopper machine. Calculate and mix ingredients. Follow recipes. Electric pallet jack operations. Operate tumbler machine.

Cook Operator

Shearer's Foods, Inc. - Perham, MN - August 2016 to January 2017

Operating popcorn cooker. Measuring and mixing ingredients. Calibration. Auger knowledge. Slurry and dry application. Charting processing rates. Cleaning and repair of cooker and pumps. Scanning and logging ingredients used. Working in accordance with bagger operators and packaging lines.

Fabrication Technician

Aubright Plastics. Atlas Staffing - Saint Cloud, MN - February 2016 to July 2016

Fabrication of plastics parts. Glueing, sorting, assembly. Packaging and palletting.

Manager/Assistant Director

Brotts Boarding and Lodging Homes Inc with specialized services - Saint Cloud, MN - 2008 to July 2015

Responsibilities

Managed, directed, and coordinated all aspects of facilities.

Supervised day-to-day operations of 3 facilities, 25+ staff, 60+ clients.

Overseen and finalized all financial, county funding, staff competency training, and budgets.

Established professional relationships with area Social Workers, County Case Managers and Healthcare professionals to provide efficiency and a positive company repour.

Ensure proper licensing requirements are met in accordance with MN Dept.of Health.

Accomplishments

Implemented new procedures on coordinating care for clients looking for direct care services.

EDUCATION

Courses in Business Administrative Assistant, Organizational behavior

St.Cloud Technical college - Saint Cloud, MN

2000 to 2001

Certification in Nursing

St Cloud Technical and Community College - Saint Cloud, MN

1999 to 2000

Food Manager Licence

SKILLS

Microsoft office (1 year), Libro office (3 years), Copy Machine.Fax Machine.Scanner (10+ years), Business Management (5 years), Quality Assurance (3 years), Staff Development (5 years), Budget Management (2 years)

CERTIFICATIONS/LICENSES

Vulnerable Adult Certificate

March 2009 to Present