

Zoila Chacon

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Work Experience

Production Supervisor

Claremont Foods - Niwot, CO

February 2014 to February 2022

- Organized and direct the Activities of Production. Developed and implement production and processes, making productivity and quality improvements where possible.
- Provided direct support to Production Manager/Director in the following areas:
- Maintaining good housekeeping and safety Practices.
- Providing Training to all Production Workers
- Maintaining an overall positive morale in Manufacturing
- Impacting/supporting company an departmental Objectives
- Evaluate/Monitor employee Performance and conduct performance appraisals. Maintaining employee records and execute disciplinary action as needed.
- Comply with GMP' s food safety, quality and Production controls.
- Responsible for Knowledge and adherence to safe quality food an safety of level 2 compliance standards; as trained upon annually
- Review Production records for Accuracy and ensure all records are maintained property.
- Following all safety requirements.
- Recognize, initiates, and lead improvements activities.
- Ensure all details of a task are accomplished properly.
- Challenge decisions to meet performance goal or commitment.
- Other Duties Assigned.
- Understand SQF requirements

Education

GED

Richland Community College - Richland, TX

September 1999 to December 2000

Skills

- Production Management
- Manufacturing
- Employee Evaluation
- Communication skills
- CGMP

- Lean Manufacturing
- Quality Assurance

Languages

- English/Spanish - Fluent