

## Santita E. Bachand

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### Career Objective:

To obtain employment and grow with a company that will secure a quality control role with a production company. Offering ability to develop and implement quality production processes to ensure products meet set standards.

### Summary of Skills:

- Highly organized, professional, engaging, and hard-working individual
- Skilled in business communications and customer service
- Familiar with small business operations in produce industries
- Ability to work cooperatively with others
- Skilled in leading cross-functional crews, training new hires, and coordination skills
- Possess strong communication skills, including ability to interact in a team environment
- Strong attention to detail and accuracy
- Proficiency in Microsoft Windows and Microsoft Office, particularly Microsoft Excel

### Work Experience:

#### 11/2018 - Present Colorado Premium Foods

##### Greeley, CO

#### Quality Assurance Lead/ Production Lead

- Ensure food safety and product quality at all times
- Maintain and update HACCP programs as required, including re-certification and calibration schedules and pre-operational inspection.
- Implement product specification changes
- Review QA paperwork daily
- Interact with company management and leadership
- Train QA and production personnel on product quality and food safety
- Lead SOP, GMP, housekeeping and HACCP training of QA personnel
- Schedule, complete and monitor raw material, product and packaging quality evaluations • Schedule and complete internal housekeeping, GMP and food safety audits

#### 01/2018-07/2018-Mountain State Rosen

##### Greeley, CO

#### Saw Operator Fabrication

- Pulling Count On Product
- Tag In And Tag Out Certified
- Trained New Employees On Saws

#### 03/15-10/17- Wagon Master Produce

##### Kersey, CO

#### Dispatcher

- Assisted drivers
- Monitoring and advice the drivers during logistical problems

- Contacted clients and vendors to ensure accuracy of the delivery schedule and develop professional relations
- Write and file the necessary paperwork including roadmap, shift planning, invoices, payments collection and authorization
- Followed federal regulations and DOT requirements

11/2013 - 02/2015 - IDEA

### Brighton, CO

#### **Administrative Office Manager/Peer Specialist Recovery Coach**

- Responsible for all general office duties, Oral and written communication with clients, staff, referral and six different county that are courts or probation/parole officers.
- Maintain accurate records and client files, monitoring UA's and BA's
- Conduct intake interview and develop a treatment plan
- Meet regularly with clients to review goals, evaluate progress, provide support and monitor for signs of relapse
- Complete forms for SUD, DV, LVIII ED, Tx, DACOD, Chain of Custody and Intakes and Discharge Summaries.
- Closely follow all federal, state, local and agency regulations semicolon and promptly report any suspected or known violations