

shirissa weiland

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Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Payroll Administrator, Quality Assurance lead, Floor lead, Lot tracker, Seafood processor

Silver Bay Sea foods - Naknek, AK

June 2016 to August 2019

- All duties were performed during 15-20 hour days, 7 days a week for up to 3 months.*

Payroll. Ensured approximately 1,000 factory employees were payed the correct hours and amount through ADP and Paycom. Input and organized sensitive information such as social security number, bank account information address and phone numbers. Communicated with employees to ensure accuracy of hours and personal information. Updated employee information including pay raise or demotion, added hired employees and their information and updated ones who had been laid off or terminated.

Lot tracker. Kept track of product moving through the facility and evaluated and documented details of product such as quality, date caught, boat, lot number, temperature of product, poundage and where the product was moving through the facility at any given time. Stayed in constant communication with managers and supervisors ensure everyone was always informed and clear on what was moving through the facility. Examined boats for violations and communicated with captains on information regarding the product. Documented information for corporate use in excel and share point.

Grading lead. Supervised up to 20 people on grading line to ensure correct sorting. Train new employees who often had no prior English knowledge. Plan cleanup and sort groups into responsibilities and ensure cleaning is performed to set standards.

Q.A. Performed routine checks on product to evaluate quality and document using online platform. Highly detail oriented work. Examine paperwork for imperfections.

Working on grading line. Extended hours standing and examining quality and type of seafood.

Other responsibilities

Assisted H.R. with sorting and filing information, arranging flights, hotels and pickup details for employees returning home and often to other countries.

Analyze excel information regarding product weight and distribution.

Create glass and hard plastic maps of entire facility for quality assurance management and inspector use.

Work 15-20 hours daily for up to three months.

Coordinate with managers on daily plan and implement plan throughout the day.

Quickly adapt to sudden and frequent changes.

Work in temperatures of up to -40 on a consistent basis.

Live in bunkhouses with five people per room.

Live and work with people from a large variety of backgrounds, cultures and countries.

Effectively communicate and train individuals with no English language knowledge.

Ensure factory is cleaned to inspector standards.

Deep clean factory. Highly detailed cleaning of pans, belts, machines, tanks etc

Restaurant Server and Hostess

La Jolla Beach & Tennis Club, Inc. - La Jolla, CA

June 2014 to April 2016

Beach and Pool Server. Served guests at the beach and pool, assisted bar and main dining servers as needed. Made drinks to order such as milkshakes. Assisted in room service delivery as needed.

Hostess: Ensured the servers were distributed customers evenly. Welcomed customers, answered phones, assisted customers as necessary. Assisted in keeping restaurant clean and bussing tables. Opened and closed restaurant depending on shift.

Education

Currently attending college in Social work

Grossmont College - Spring Valley, CA

Skills

- Data Entry
- Customer Service
- 10 Key Data Entry
- Packaging
- Warehouse Experience
- Food Processing
- Quality Assurance
- Quality Inspection

- Agile
- Quality Control
- Microsoft SharePoint
- Social Work
- ADP
- Quality management

Assessments

Supervisory skills: Motivating & assessing employees — Expert

November 2021

Motivating others to achieve objectives and identifying improvements or corrective actions

Full results: [Expert](#)

Customer focus & orientation — Expert

November 2021

Responding to customer situations with sensitivity

Full results: [Expert](#)

Delivery driver — Highly Proficient

June 2020

Interpreting instructions, reading maps, and solving problems.

Full results: [Highly Proficient](#)

Work style: Professionalism — Highly Proficient

December 2021

Tendency to be accountable, professional, open to feedback, and act with integrity at work

Full results: [Highly Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.