

GMP Coordinator GMP Coordinator GMP Coordinator - Mars Chocolate North America Carbondale, KS Work Experience GMP Coordinator Mars Chocolate North America - Topeka, KS 2016 to Present

Coordinate GMP program ? Helped develop the GMP SharePoint for the Topeka site to create better visibility to the leadership and extended leadership to open actions and follow-ups. ? Create and maintain GMP inspection schedule to ensure that every area is inspected once a month.

? Train and calibrate inspectors to Mars Topeka good manufacturing practices. Teach the GMP team how to use the SharePoint to enter their inspections. ? Collaborate with the leads in closing open GMP findings. A few examples of areas that are improved by the GMP inspections are color coding, 5S program, identify cleaning gaps, chemical control. ? Train new hires to the GMP requirements for the site. The effectiveness of the new hire training is measured by the GMP inspections. ? Report GMP periodic metrics to leadership team. Report out site average, open/closed GMP findings by area/age.

Management of Pest Control program ? Identify gaps and scope for improvements. ? Primary contact for required bi-annual pest control audits ? Weekly opening and closing meetings with pest specialist ? Communicate recommendations observed during weekly visits ? Collaborate with the teams in closing of recommendations in a timely manner.

? Worked with pest Control Company to enhance the services being provided to meet Mars standards.

Sanitation ? Oversight of Janitorial Contract

- * Ensure janitorial program has the required documentation and training. This includes work instruction, training records, and a way to measure competency.
- * Identify and Communicate gaps to janitorial manager. Perform area walks to ensure gaps were fixed effectively.
- * Verification of cleaning

? Master Sanitation Program for the site

- * Weekly completion percentage - This includes area walks to check paperwork and to confirm that tasks are being completed as specified.

? CIP verification with Eco-Lab

- * Primary contact for Eco-Lab rep
- * Periodic visits and inventory with Eco-Lab rep
- * Chemical titrations to ensure proper concentration of chemicals are being dispensed.

Quality Systems Operator 2015 to 2016

Manage Nonconformances, Traceability and Document Control

Lead Meetings, trainings, and back up Sensory

Track and analyze Holds to completion, and disposition of held product

Work with the warehouses and VS to coordinate testing of held products. Quality Systems and Complaint

Coordinator Innovia Films Inc - Tecumseh, KS 2011 to 2015 Entered and communicated complaints to the sites. Worked with management and customers to gather evidence, and provide feedback. Worked with Technical Service Manager to establish disposition of complaint product and provide credit notes to the customers. Site contact for ISO9001 auditor. Coordinated and issued corrective and preventive actions. Lead monthly complaints meetings Participate in Scorecard meetings including percent claims vs total sales, and on time resolution of complaints and corrective actions. Participated in the internal audit program including hygiene audits. Lead Auditor for ISO9001-2008 Quality Systems Administrator 2006 to 2011 Provided Certificates of Analysis to Customers Worked with the lab to coordinate testing for analysis Managed Internal Audit Program, and internal/external corrective actions. Managed Calibrations internal/external. Lab analysis, statistical analysis of process Education Santa Fe Trail High School - Carbondale, KS 1994 to 1998 Skills Audits, Internal audits, Nexus, Gmp, Sharepoint, Sap, Excel, Microsoft office, Powerpoint, Food safety Additional Information Skills Active member in Food Safety Team, Internal audits, GMP inspector/coordinator, Sensory, Quality trainings, Contractor trainings Knowledgeable in SAP and Nexus Proficient in Microsoft Office including Excel Spreadsheets, PowerPoint presentations and SharePoint. Lead Auditor Certification for ISO9001-2008 Self-Motivated and can work well individually as well with a team

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