

# Claire Sky

CONTACT



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Phone Number



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Email Address

## WORK EXPERIENCE

### Chief Operating Officer

Trifecta Nutrition  
Davis, CA (9/15-Present)

- **Business Operations**  
*end to end core process (forecast to delivery of weekly orders) and manage customer accounts*
- **Accounting**  
*oversee business accounts and compile profit and loss statements*
- **Product Pricing**  
*develop competitive pricing model to ensure profitability*
- **Customer Relationship Management**  
*respond to inquiries and resolve complaints*
- **Customer Service Handbook**  
*write employee handbook for account management and to standardize responses to customers*

### Food Safety and QA Director

American Commodity Company  
Williams, CA (2/14-2/16)

- **HACCP Plan**  
*update master plan, flow chart, and hazard analysis to meet AIB and BRC requirements*
- **External Audits**  
*led customer and regulatory audit preparation, proceedings, and responses*
- **Program Development**  
*GMP, recall/withdrawal, integrated pest management, sanitation*

### QA Specialist II

Genentech, Inc.  
Vacaville, CA (10/13-2/14)

- **Conflict Resolution**  
*evaluate nonconforming situations and make sound decisions on next steps*
- **Quality Standards**  
*interpret and implement standards for operations*

### QA Supplier Specialist

PGP International, Inc.  
Woodland, CA (10/12-10/13)

- **Supplier Complaint Program**  
*develop and maintain program recuperating \$45,000 annually*
- **Supplier Qualification Program & Audits**  
*write program and qualify suppliers using paper and on-site audits*

### QA Technician Lead

PGP International, Inc.  
Woodland, CA (2/12-10/12)

- **Supervisor**  
*team of eight QA technicians*
- **Key Performance Indicators**  
*maintain KPIs to evaluate the success of QA programs*

### QA Technician

PGP International, Inc.  
Woodland, CA (5/10-2/12)

- **Prerequisite Program Implementation**  
*GMP, raw material inspection, quality checks, training, inventory management*
- **Internal Audits**  
*ensure compliance among staff and with current regulations*

## EDUCATION

ASQ

Certified Quality Auditor  
Certified Quality Technician

Silliker

HACCP Certified

UC Davis

BS in Biological Sciences  
Minor in English

## HIGHLIGHTS

Volunteer at Front Street Animal Shelter

Chairman for Environmental, Health & Safety Team

Lead department improvements to save \$220,000 annually