

Kim Dodge

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Objective

To build a career with an organization that will utilize my creativity, dedication, drive, and strong interpersonal skills to benefit mutual growth and success.

Experience

Food Safety Coordinator, Potandon Produce LLC

Idaho Falls, Idaho — 2014-2016

Responsible for the coordination and management of the food safety program to ensure food safety goals are achieved and compliances are upheld and maintained throughout our network of 90+ facilities.

Accomplishments

- Build and maintain positive relationships with new and existing co-packers
- Facilitate on-site audits and inspections throughout the supply chain
- Manage and maintain compliances and annual contracts for all co-pack facilities
- Manage and maintain all food safety records of all produce suppliers
- Resolve problems among customer/consumer complaints via phone, email and written letters
- Produce and maintain all customer response data through monthly and quarterly reports

Quality Assurance Representative, Potandon Produce LLC

Idaho Falls, Idaho — 2013-2014

Responsible for assurance of Potandon quality standards throughout the country while building and maintaining strong working relationships with partners and associates.

Accomplishments

- Maintained positive relationships with facility managers even in often volatile situations
- Worked diligently to improve the quality of product while maintaining and building business relationships
- Communicated with management (and/or sales staff, as appropriate) regarding developing situations and customer needs
- Minimized rejection for quality issues by consistent and fair application of standards
- Conducted periodic store quality checks and relayed relevant information and observations to management

Web Technician/Layout/Prepress, Post Register

Idaho Falls, Idaho — 2010-2013

Entrusted with wide range of tasks over time, progressively receiving greater responsibility.

Accomplishments

- Processed newspaper content for web publishing
- Performed pre-press technical duties
- Engaged in classified ad layout

Education

Arizona State University

In Progress — 2014-Present

I am currently attending college part-time in Graphic Information Technology (GIT) with a Marketing focus.

Skills

- Driven to provide excellent customer service while maintaining a positive attitude
- Strong people skills
- Adapts to new situations with ease
- Able to actively listen and respond to a customer's needs appropriately
- Has great success building and maintaining lasting relationships
- Empathetic to the needs of others and have strong rapport building skills
- Team player
- Proficient in and able to quickly pick up new computer skills such as; Microsoft Office, Adobe Creative Suite, and familiar with html5 and CSS

References

Available upon request.