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## HACCP Coordinator Resume

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### Job Objective

To obtain a HACCP Coordinator position in a highly reputed organization.

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### Work Experience:

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HACCP Coordinator, May 2004 – Present  
EST, Dubuque, IA

- Developed, reassessed, administered, and managed HACCP, SSOP and microbial monitoring plans.
- Initiated and coordinated HACCP validation exercises.
- Coordinated with QA Manager in federal inspections and other audits.
- Trained plant personnel on requirements of HACCP and related programs.
- Monitored HACCP and SSOP programs to include data collection, coordination, and distribution.
- Planned, organized, directed, assigned, delegated, motivated, and reviewed activities of Q.A. technicians.

HACCP Coordinator, March 2002 – April 2004  
NOD32,inc., Dubuque, IA

- Reviewed HACCP paperwork to ensure it is complete and meets regulatory requirements.
  - Liaised between USDA and plant to reduce Noncompliance Record (NR) numbers.
  - Provided written responses to USDA noncompliance records. Tracked and performed NR trend analysis.
  - Reviewed and monitored deviations to aid in training and prevention strategies.
  - Managed and ensured proper documentation for Master Cleaning Schedule and other sanitation programs.
  - Managed pest control and document areas of concern detected monthly.
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### Summary of Qualifications:

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- Sound knowledge of GMP, SSOP, HACCP and labeling
  - Outstanding ability to identify problems, gather data and draw suitable conclusion
  - In-depth knowledge of HACCP requirements and USDA regulations, directives and notices
  - Good analytical skills and excellent computer skills
  - Excellent communication and organizational skills
  - Excellent leadership and interpersonal skills and ability
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### Education:

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Bachelor of Science in Agriculture, Norfolk State University, Virginia, VA

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