

# MONSERAT TEJEDA

111 Division St Sp 6 King City Ca · 831-783-8664

[monsetejeda@yahoo.com](mailto:monsetejeda@yahoo.com)

## EXPERIENCE

**MAY 2018 – CURRENT**

**FOOD SAFETY COORDINATOR, FRESH HARVEST**

Organizing daily production papers  
Supervising about 30 harvesting crews  
Monthly internal audits  
Keeping up with growers and suppliers  
Keeping up with client/customer demands  
FSMA/PRIMUS compliance  
Create SOP's  
Enforcing GAP's(revising if needed)  
Maintaining food safety documents up to date  
Oversee sanitation  
Train sanitation crew  
Train new employees on food safety standards  
Scheduling seasonal GFS audits  
Participate in LGMA Audits (Ca/Az)  
Conducting regular tailgate trainings  
Conducts Monthly Water Test  
Seasonal Supervisor/Foreman Food Safety Training  
Acted as Food Safety manager for Yuma Season 2018-2019

**AUGUST 2017 – MAY 2018**

**FOOD SAFETY COORDINATOR, B&P PACKING COMPANY**

Organizing daily production papers  
Supervising about 50 employee  
Monthly internal audits  
Keeping up with growers and suppliers  
Keeping grower information updated  
FSMA/PRIMUS compliance  
Create SOP's  
Enforcing GMP (revising if needed)  
Maintaining food safety documents up to date  
Oversee sanitation  
Scheduling annual GFS audits  
Monitor pest control  
Arranging monthly food safety/ worker safety meeting

**OCTOBER 2015 – MAY 2017**

**SHIFT SUPERVISOR, KFC**

Handling money.

Greeting customers and guests.

Maintained high standards of customer service during high-volume, fast-paced operations.

Operated the drive-through window and sales register quickly and efficiently.

Greeted customers and provided excellent customer service.

Followed food safety procedures according to company policies and health and sanitation regulations. Prepped items for later use to save staff time during busy hours.

## **EDUCATION**

**OCTOBER 2017**

**FOOD SAFETY CERTIFICATE, HARTNELL COLLEGE**

Plant Science and Agricultural Science coursework.

**CURRENT 2018**

**AGRICULTURE PRODUCTION, HARTNELL COLLEGE**

Associate's Degree

Continuing education in Ag Production

Plant Science and Agricultural Science coursework

**JUNE 2015**

**HIGH SCHOOL DIPLOMA, KING CITY**

Student Body Treasurer

Plant Science and Agricultural Science coursework

## **SKILLS**

- Excellent multi-tasking ability
- Microsoft Office expertise( EXCEL, WORD, POWERPOINT)
- Google Drive expertise
- Friendly nature
- Organizational skills
- Fluent in Spanish
- Excellent communication skills
- Works well under pressure

- Critical thinker
- Excellent written and verbal skills.
- Works well in an ever-changing environment.
- On task on the job.
- Quick learner, even at a fast pace.
- Works great under pressure and deadline.

## **CERTIFICATES**

- FOOD SAFETY CERTIFICATE
- PSA CERTIFICATE
- HACCP CERTIFIED
- Yumm! Certified

## **ADDITIOINAL INFORMATION**

### **Internship(s)**

- This summer (2017) I interned with an agricultural company in King City, Ca. During my internship I learned many things regarding food safety, office work, and the overall experience of having a career in agriculture. At my internship I was taught to do an Internal Audit for a harvesting crew. Three weeks into my internship I actually evaluated a harvest crew and a weeding crew. During my time in the fields I also learned how important preventative measures are. I also attended a training for Fresh Express which also was helpful and gave me a lot of knowledge. During my time inside the office, I saw and experienced the number of paper work that has to be implemented into this type of job. For everything that is done, a paper has to be written down and documented. Before this internship I was unaware of all the paper work that goes attached to this type of jobs. In the office helped with filing harvest paperwork, seed tickets, internal audits, entering information onto spread sheets and also organizing supplier binders.