

KELSEY TORRES

Muscatine, IA, USA

PROFESSIONAL SUMMARY

Highly detailed and organized Corporate Office Specialist with 14 years' experience providing administrative and clerical support in a fast-paced and results-driven environment.

- Possess exceptional multi-tasking skills with the ability to simultaneously manage various projects.
- Adept in quality assurance and regulatory compliance methodologies.
- Skilled in project management and implementing efficient administrative systems.

TECHNICAL SKILLS

Microsoft Office Suite | Google Workspace | InfinityQS and Database Manager | Salesforce | TraceGains | Legitronic Label Design Software | ZebraDesigner | BarTender Software | CoLOS Software | Adobe Creative Cloud | HTML, CSS, JavaScript | C# | Python | C++ | Windows Operating Systems

EDUCATION

AAS in IT/Web Development Muscatine Community College	Anticipated 05/2026
AA in Business Administration Kirkwood Community College	05/2010

WORK EXPERIENCE

Corporate Technical Services Specialist | West Liberty Foods 05/2020 – 05/2024

- Diagnose and resolve technical issues related to the quality department hardware and software.
- Design, maintain and update websites, databases, files, and records.
- Provide comprehensive administrative and operational support to ensure a smoothly functioning office.

Corporate Regulatory Compliance Coordinator | West Liberty Foods 08/2015 – 05/2020

- Create and update Standard Operating Procedures (SOPs), product specifications, and food safety plans.
- Regularly audit facilities, processes, and documentation to ensure adherence to food safety and regulatory standards and maintain records of compliance.
- Monitor changes in food safety regulations and standards and ensure that new products and packaging meet all relevant regulatory requirements.

Quality Assurance HACCP Coordinator | West Liberty Foods 09/2010 – 08/2015

- Create, document, and update HACCP plans to address potential hazards along with identify and establish Critical Control Points to prevent or eliminate those hazards.
- Provide training to employees on HACCP principles, food safety procedures, and relevant regulations.
- Maintain accurate and up-to-date records of all HACCP-related activities and conduct internal and external audits to assess the effectiveness of the HACCP system.