

# CRISTINA NEVARES

562-278-6178

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Dear Seluvaia,

Throughout my career, I have contributed to positive business results through effective organization, prioritization, and follow through of key organizational projects. My previous experience includes a variety of roles which have helped me gain transferable skills. I am independently motivated, I appreciate collective efforts and collaborate productively within group. Further, my interpersonal, leadership, and communication abilities will serve to support your continued organizational efforts.

To illustrate the scope of my career history and professional competencies, please take a moment to review my enclosed resume. I am grateful for your evaluation of my credentials and subsequent response.

Sincerely,  
Cristina Nevares



## CAREER OBJECTIVE

Pursuing to work in a field that is challenging and unique. Using my professional skills, I will work diligently to ensure the company meets or exceeds its quality goals.

## SUMMARY OF QUALIFICATIONS

- Proven Quality Assurance professional.
- Experienced managing QA/QC programs in all cGMP, FDA, Finished Product Inspection, Project Management, Product Compliance, Product Expediting and all quality related disciplines
- Proficient in Microsoft Office suite such as Access, Excel, Word, and PowerPoint
- Bilingual, being fluent in both English and Spanish
- First-rate verbal and written communication skills
- Noteworthy customer service skills and experience
- Interpret and comprehend technical and general interest in written material
- Gather information

## PROFESSIONAL EXPERIENCE

07/2019-Current- Community Coalition

Los Angeles, CA

### Civic Engagement Canvasser

- Gather shared stories and experiences of South LA residents through survey collection
- Conduct ongoing outreach to community stakeholders at colleges, business, parks and apartments

12/2017-7/2018 – Gourmet foods

Compton, CA

### Quality Assurance Technician

- Inspect and approve the filling equipment for each production line after cleaning/sanitation process
- ATP Testing, A process rapidly measuring actively growing microorganisms through detection of adenosine triphosphate
- Listeria Swabs
- Collect retention samples
- Verify materials exp dates
- Ensure HACCP regulations are being followed
- Organoleptic testing

02/2015-01/2016 - Quest Nutrition

City of Industry, CA

### Quality Assurance Technician

- Inspect and approve the filling equipment for each production line after cleaning/sanitation process
- ATP Testing, A process rapidly measuring actively growing microorganisms through detection of adenosine triphosphate
- Verify and release components and raw materials prior to production
- Pull and Maintain retain samples. Ensure proper labelling of boxes prior to transfer offsite
- Inspect product for quality attributes during manufacturing
- PSI Testing used a pressure water tank to inspect for leaks
- Perform Calibration of water activity machines
- Organoleptic testing

01/07– 01/2014 - Aaron Industries, Inc.

Lynwood, CA

**Quality Assurance Specialist (3yrs)**

- Review Batch Record and approve production line for filling/packaging
- Receive and release components
- Assist with QC testing as needed, PH etc
- Inspect finished product during filling/packaging process for quality attributes
- Inspect and approve the filling equipment for each production line after cleaning/sanitization process
- Review Batch Records after packaging is completed for documentation practices and completion
- Attend team meetings, focus on the topic/purpose, offer facts and ideas, and help others to contribute

**Compliance (1yr)**

- Assist with the preparation of documentation for FDA's electronic label registration
- Assist with customer complaints and customer inquiries including database and documents
- Assist with Return Merchandise Authorization including database documents
- Internal Audits

**Document Control (3yrs)**

- Performed Batch Record Review for Product Disposition
- Prepare Batch Record documentation for manufacturing batches of products
- Manage Unplanned and Planned Deviation Reports, Change Control, and Corrective Action Preventative Action, Disposal approval systems
- Investigated Deviations and authored investigation reports for Deviations made from established Standard Operating Procedures
- Identified key root causes and Corrective and Preventive Actions for Deviations
- Management of controlled documents (including auditing and tracking): Standard Operating procedures, Bill of Material, Finish product specifications, label artwork revisions
- Create and revise controlled documents such as but not limited to finish product specifications, purchasing specifications, batch record, and bill of material as needed
- Edit and revise to ensure document is complete, clear, concise, correct, courteous, and coherent
- Provide relevant training on Document Control procedures and documents.
- Responsible for conducting departmental internal audits
- Support QA department during the FDA audits by supplying all requested documents by the FDA auditor
- Assist as an auditor in all departments during plant-wide monthly inventory
- Manage Label Master Database and Part Number Database for components and finished product.
- Responsible for the interface between manufacturing, validation, graphics, compounding, R & D, QC, and shipping to ensure appropriate changes are documented and appropriately implemented
- Gather information from several resources for document content
- Ensure appropriate parties and participants receive documents with assigned control numbers, and notification of documents for review and approval
- Responsible for preparing Quality metrics to site and corporate management in South Carolina
- Knowledge of Macola ES (WMS) functions and features
- File and Organize: Batch Records, Inventory Control Cards, Deviation Reports, and Change Requests
- Manage disposals which include hazardous material

**EDUCATION AND TRAINING**

High School Diploma

Paramount High School

Paramount, CA 2006

Higher Education

Cerritos College

Norwalk, CA 2009- current

Cristina Nevares  
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#### REFERENCES

Ruben Martinez

Quality Manager

Aaron Industries

Lynwood, CA

(909)964-6309

Norman Fedalizo

VP Quality

Aaron Industries

Lynwood, CA

(626)589-6104

Marcella Mcsorley

QA/QC Director

Aaron Industries

Lynwood, CA

(562)980-2230

Penial Castillo

Quality Supervisor

Quest Nutrition

Hacienda Heights, CA

(310) 414-7273

Linda Gomez

Civic engagement specialist

Community Coalition

Los Angeles, CA

(951)390-6217



BUS

Name Cristina Nevares

**Servers Test**

Score / 35

**Multiple Choice**

- B 1) Food is served on what side with what hand? +2
- On the left side with the left hand
  - On the left side with the right hand
  - On the right side with the left hand
  - On the right side with the right hand
- d 2) Drinks are served on what side with what hand?
- On the left side with the left hand
  - On the left side with the right hand
  - On the right side with the left hand
  - On the right side with the right hand
- b 3) Food and drinks are removed on what side with what hand?
- On the left side with the left hand
  - On the left side with the right hand
  - On the right side with the left hand
  - On the right side with the right hand
- b 4) What part of a glass should you handle at all times?
- The stem
  - The widest part of the glass
  - The top
- d 5) When you are setting a dining room how should you set up your tablecloths?
- Neatly and evenly across the tables
  - The creases should all be going in the same directions
  - The chairs should be centered and gently touching the table cloth
  - All of the above
- d 6) If you bring the wrong entrée to a guest what should you do?
- Go back into the kitchen and patiently wait in line behind the rest of the servers until it's your turn
  - Inform the guests that you will bring the correct entrée once everyone else in the dinning room is served
  - Try to convince the guests to eat what you brought them
  - Go back into the kitchen to the front of the line and inform the expeditor that you need a different entrée

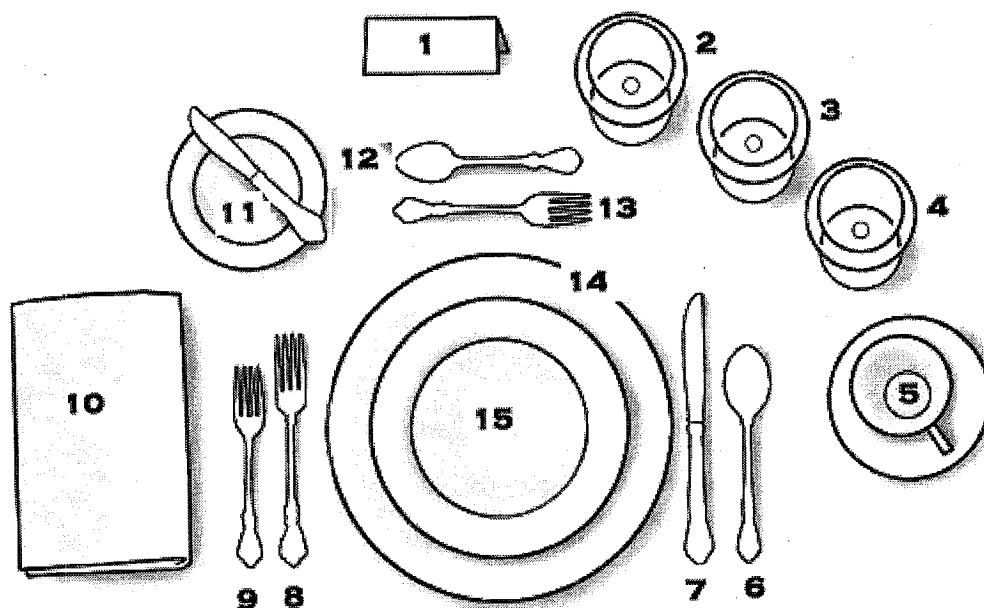
**Match the Correct Vocabulary**

- |                          |   |
|--------------------------|---|
| <u>E</u> Scullery        | <u>A</u> Metal buffet device used to keep food warm by heating it over warmed water   |
| <u>G</u> Queen Mary      | <u>B</u> Style of service where food is prepared or served individually at the dinner table to fit the customer's specific taste (i.e. providing dressing and pepper for salad or handing out bread to each patron) |
| <u>D</u> Chaffing Dish   | <u>C</u> Used to hold a large tray on the dining floor  |
| <u>A</u> French Passing  | <u>D</u> Area for dirty dishware and glasses  |
| <u>B</u> Russian Service | <u>E</u> Large metal shelving unit for prepared food to be held or for dirty trays to be stored   |
| <u>F</u> Corkscrew       | <u>F</u> Used to open bottles of wine   |
| <u>C</u> Tray Jack       | <u>G</u> Style of dining in which the courses come out one at a time  |

Name \_\_\_\_\_

**Servers Test**

Score / 35



**Match the Number to the Correct Vocabulary**

- |           |                       |           |                              |
|-----------|-----------------------|-----------|------------------------------|
| <u>10</u> | Napkin                | <u>8</u>  | Dinner Fork                  |
| <u>11</u> | Bread Plate and Knife | <u>5</u>  | Tea or Coffee Cup and Saucer |
| <u>1</u>  | Name Place Card       | <u>7</u>  | Dinner Knife                 |
| <u>12</u> | Teaspoon              | <u>2</u>  | Wine Glass (Red)             |
| <u>13</u> | Dessert Fork          | <u>9</u>  | Salad Fork                   |
| <u>6</u>  | Soup Spoon            | <u>14</u> | Service Plate                |
| <u>15</u> | Salad Plate           | <u>3</u>  | Wine Glass (White)           |
| <u>4</u>  | Water Glass           |           |                              |

**Fill in the Blank**

- The utensils are placed 1 1/2" inch (es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? creamers & sugars
- Synchronized service is when: serving large party same entree
- What is generally indicated on the name placard other than the name? Number of reservations
- The Protein on a plate is typically served at what hour on the clock? 12:00
- If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?  
Inform the cook, expeditor.