

# Lakentha Tolbert

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Experienced in food safety and quality experience, coupled with working knowledge of food safety and quality programs such as HACCP programs. Working knowledge of various government regulations and familiar with food processing and food manufacturing facilities. Food safety and quality conscious; demonstrated ability to handle multiple priorities. Strong attention to detail with excellent interpersonal and communication skills, written and oral. Proficient in MS Office.

Willing to relocate to: Atlanta, GA - -

Authorized to work in the US for any employer

## Work Experience

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### **IRR Special Education Paraprofessional**

Fulton County Schools - Atlanta, GA

November 2021 to Present

Assist in general classroom activities and support students with special needs. Help with behavioral management during lessons. Collect data on individual students.

### **Food Nutrition Assistant**

Houston County Board of Education - Perry, GA

2019 to November 2021

Prepare and cook food items while providing customer service to students /staff and adhering to food safety, food handling, and sanitation procedures.

### **Food Safety Inspector**

Department of Agriculture - Camilla, GA

2014 to 2020

- Performed post-mortem inspection on poultry products for pathogens and diseases.
- Verified poultry processing plant, ensuring compliance with sanitation standard operating procedures.
- Inspected and accepted/rejected incoming shipments of food and food ingredients on the basis of food safety requirements, as well as customer, regulatory, industry standards, and internal requirements.
- Ensured food safety, security, and sanitation systems are maintained in accordance with cGMP, cGLP, HACCP, and other guidelines.
- conducted periodic inspections of facilities, equipment, practices, etc.
- Conducted hazard identification and risk assessment analyses of hazardous work activities and action planning; analyzed and reported results of health, safety, and environmental inspections.

### **Sales/Customer Service Associate**

Enmark Inc - Cordele, GA

May 2012 to November 2015

- Working the cash register
- Processing credit card payments

- Greeting and helping customers

### **QSI Sanitation Supervisor/Lead**

Tyson Foods - Vienna, GA

2000 to 2013

- Led a team of 25 staff members; managed, motivated, and provided direct leadership to employees and third-party sanitation staff using equipment and in the maintenance of the facility.
- Controlled sanitation operating budget with a continuous improvement mentality.
- Oversaw and monitored the cleaning and sanitization of equipment, surfaces, utensils, and plant environment by providing direction to staff; conducted inspection to verify effectiveness.
- Planned sanitation requirements and activities by establishing priorities, scheduling, assigning work and communicating with sanitation staff and key stakeholders frequently.
- Performed audit and report non-compliance and take corrective actions to assure compliance to all quality assurance food safety requirements on a regular and daily basis.
- Planned, engaged, communicated, and provided direction with respect to sanitation and related activities.

### **Quality Control Technician**

Tyson Foods - Vienna, GA

1998 to 2000

- \* Inspect poultry products for discrepancies and or wholesomeness.
- \* Documented any and all errors found and monitored proper sanitation throughout all areas.
- \* Monitored, updated sanitation standard operating procedures and participated in audits; accountable for the result and action plan of sanitation audits.
- \* Support and executed food safety programs at the facility in conjunction with quality assurance team.

## Education

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### **High School Diploma**

Crisp County High School - Cordele, GA

## Skills

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- Food Handling
- Food Processing
- Quality Inspection
- CGMP
- Packaging
- Laboratory Experience
- Food safety
- Sanitation
- Quality control
- Customer service
- Food Preparation

- Home Care
- Management
- Clerical experience
- Food service
- Caregiving
- Food production
- Supervising experience
- Retail sales
- Restaurant experience
- Kitchen experience
- First aid
- Cash handling
- Quality Assurance
- Senior care
- Classroom experience
- Experience working with students
- Cooking
- Serving
- Experience with children
- Special education
- Residential cleaning
- Dementia care
- Hoyer lift
- Classroom Management
- Autism Experience
- Behavior Management
- Meal Preparation
- Cleaning
- Manufacturing
- QA/QC
- Nutrition

## Certifications and Licenses

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### **ServSafe**

### **CPR/AED Certification**

### **First Aid Certification**

### **Paraprofessional Certification**

### **Certificate of Completion**

Teaching kids with Learning Disabilities

## **Certificate of Completion**

Present

Teaching Preschool

## **Firearms License**

## **BLS Certification**

## Assessments

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### **Customer service — Proficient**

October 2021

Identifying and resolving common customer issues

Full results: [Proficient](#)

### **Retail customer service — Proficient**

December 2021

Responding to customer situations in a retail setting

Full results: [Proficient](#)

### **Work style: Reliability — Proficient**

September 2021

Tendency to be reliable, dependable, and act with integrity at work

Full results: [Proficient](#)

### **Work motivation — Proficient**

August 2020

Level of motivation and discipline applied toward work

Full results: [Proficient](#)

### **Customer focus & orientation — Proficient**

October 2021

Responding to customer situations with sensitivity

Full results: [Proficient](#)

### **Early childhood development — Proficient**

August 2021

Knowledge of the development of children ages 0-3 and of ways to foster that development

Full results: [Proficient](#)

### **Supervisory skills: Motivating & assessing employees — Proficient**

January 2021

Motivating others to achieve objectives and identifying improvements or corrective actions

Full results: [Proficient](#)

### **Attention to detail — Proficient**

October 2021

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Proficient](#)

### **Elementary school classroom management — Proficient**

June 2021

Managing behavior in elementary school classrooms

Full results: [Proficient](#)

### **Home health aide skills — Completed**

April 2020

Providing care to patients in a home setting

Full results: [Completed](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.