

Nayansi Ruiz

37 Neath Road, Plymouth PL4 8TG

Contact Details: 07514 931366 nayansiruiz@gmail.com

Personal Profile I am an energetic, organized and responsible person who has developed a mature approach to any task that I undertake or situation that I am presented with. I am a graduate person with more than five years of experience in Quality Management, specializing in HACCP, GMP, Food Safety, Internal Audits and BRC Systems. I am excellent at working with others to achieve a Good Standards of Quality on time and with excellence. I am a versatile, punctual and dynamic woman. I consider myself an adaptable, motivated and solution-driven person.

Employment Summary

Company: PASTA KING LTD / Plantation House, Milber Trading Estate, Newton Abbot, Devon, TQ12 4SG

Position: QUALITY MANAGER & QUALITY ASSURANCE TECHNICIAN (April 2016 – Current)

References: Nicky Gill (Technical Manager) / nrg@pastaking.co.uk / 07976354547

Courses: HABC Level 3 Award in Effecting Auditing and Inspection Skills (July 2016)

Fire Awareness Training Course on the Use of Portable Fire Extinguishers and the Identification of Safety Signs. (August 2016)

BRC Training (Achievement Grade AA on October 2016)

Duties: To ensure sales orders are completed profitably, to specification and in a safe and hygienic manner. To accomplish this by ensuring technical compliance, assisting with the development of new products to meet the strategy for growth and ensuring Pasta King complies with Health and Safety legislation both in spirit and by the letter of the law.

- Ensuring Product Quality • Regular attendance at HACCP meetings. • All CCP (check sheets, glass audit, calibration...) are understood and supporting documentation is regularly audited. • Certificates of analysis are received for all relevant products and non-conformances reported. • Ingredient and finished product specifications are updated annually. • Refrigeration temperatures are downloaded from the data loggers on a daily basis. • That product quality and consistency is maintained by regular audits of the manufacturing process and leading taste panels. • To ensure customer complaint reports are completed within one week of receiving the complaint. • To assist technical team to ensure all orders including samples made to the correct recipe and dispatched. • Environmental and hand swabs and product micro testing is performed as per the schedule. • That standard operating procedures are correct and regularly reviewed. • To cover for the quality assistant (QA) in periods of absence (this includes completing the daily QA check sheet and resolving any quality/safety issues that may arise). • To assist the technical manager with supplier audits.
- People Management/Training • To assist technical team in carrying out in house training prioritising level 2 food hygiene and CCP training. • To be accountable for training procedures and ensure BRC requirements are met. • To monitor and continually improve work instructions, training schedules and procedures.
- Hygiene • To monitor the workplace to ensure that hygienic conditions are maintained. • Bring any hygiene issues to the attention of the technical manager. • To keep cleaning schedules and records up to date and correct. • To inform technical manager of any new chemicals for COSHH assessments.
- Continual improvement and communication • To attend daily meetings with the operations teams. • Be involved with NPD by assisting with the planning of monthly meetings, recipe development and market research. • To have an active role in ensuring the company Environmental policy is adhered to. • To have an active role in ensuring the company Health & Safety policy is adhered to.

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Company: **CHANTILLY PATISSERIE** / 4 Streamside Court, Aspen Way, Paignton, Devon, TQ4 7QR

Position: **TECHNICAL MANAGER ASSISTANT AND QUALITY ASSURANCE TECHNICIAN** (March16 – April16)

References: Claire Dawson (Technical Manager) / 07724 118872 / info@chantillypatisserie.co.uk

Duties: Helping Technical Manager in general duties (QA checks, Hygiene Audits, Products Specs, Sample Collection,...) I just worked for 1 month because my current company contacted to me for a Quality Manager position.

Company: **GRAN HOTEL LAS FUENTES** / Avnd. Las Fuentes 26, Alcocebre, Castellon, Spain, 12579

Position: **QUALITY MANAGER** (July 2011 – November 2014)

References: Javier Egido (Hotel Director) / direccionghf@fantasia-hoteles.com

Duties: Responsible to implement, enforce and supervise the Prerequisites and HACCP System for achieve and keep Good Standards of Quality, Good Manufacturing Practice and Good Hygiene Practice across all areas in the kitchen and restaurant, assuring safety final products for the costumers with the highest quality.

- **Ensuring Product Quality & Safety and Hygiene Conditions:** • Design, elaborate and implement the Prerequisites and HACCP System: supervise every task is according to Quality Standards and Quality Procedures required. • Supervise deliveries and suppliers daily to ensure all raw materials are according of Quality Standards (volume, quality of products, temperature, labelling and official food marks, transport). • Daily inspection of hygiene conditions in the kitchen and restaurant and take corrective actions if is required. • Daily control temperature storage (chilled room, cool room, freezer), manual and remote, responding to alert alarms. • Stuff hygiene audits (knives, chopping boards, pans, tables, vegetables and meat mincers, ...) • Daily Good Manufacturing Practices and Good Hygiene Practice in each service (breakfast, lunch and dinner), to enforce everyone works according to quality rules. • Supervise finished product quality before it is served (visual, tasted, temperature, presentation, ...) • Design and implement staff training, supervise that personnel are following GMP and GHP in every task. • Supervise defrosting process. • Supervise all Critical Control Points are under control. • Establish Corrective Actions when a CCP is not under control, according to the procedures established. • Supervise hygiene conditions to ensure cleaning is carried out according to procedures in place. • Complete paperwork correctly and in a timely manner, supervise records are completed in a timely manner. • Support kitchen manage stock by carrying out daily visual inspection of chilled goods in order to minimise waste. • Monitor raw material storage areas to ensure appropriate storage in line with quality policies and procedures. • Record keeping and resolve internal non-conformances and quality incidents. • Assist with complaints investigations as required. • Manager in HACCP team. • Attend Official Quality Inspectors in external audits. • Review HACCP system, Prerequisites and Quality Procedures.
- **Qualified Legionella Supervisor:** • Design, elaborate and implement Legionella Control Plan and supervise every task is according to Quality Procedures. • Daily control temperature in Spa, swimming pools, rooms and kitchen. • Monthly collection of Legionella samples • Record keeping, resolve internal non-conformances and take corrective actions in every problem detected. • Attend Official Legionella Inspectors in external audits.
- **Health & Safety:** • Promote safe behaviour and the correct use of work equipment and protection. • Promote basic preventive actions, such cleanliness, signage and general maintenance • Establish preventive measures. • Assist in the evaluation and control of the general and specific risks. • Cooperate with prevention external service.

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Company: **APPLUS AGROALIMENTARIA** / *Parque Empresarial Las Mercedes, Madrid, Spain.*

Position: **FOOD LABORATORY TECHNICIAN** (March 2011 – May 2011)

Duties: Practices in a Food Laboratory. • Study and understand work procedures and prevent labour risk. • Collect samples of different products (raw materials, finished meals, liquids) • Prepare media samples used in bacteriological tests • Pipetting, streaking plates, transfers, making media, autoclaving and setting up samples. • Practice about different assays (PRC, ELISA, ...) • Prepare samples for analysis • Perform basic identification of microorganisms • Maintain cleanliness and organization of the laboratory • Responsible for manufacture, distribution and maintenance safe and quality food by following GMP, allergen controls, HACCP and other Quality Procedures.

Company: **NOVOTEC S.A.** / *Parque Empresarial Las Mercedes, Madrid, Spain.*

Position: **QUALITY AUDITOR** (Apr 2010 – Jun 2010)

Duties: Practices as Quality Auditor in a Food Consulting. • Desing and elaborate Prerequisites and HACCP system for different bussines: schools, restaurants, hospitals, farms. • Desing a Flow Diagram, establish Critical Control Points, Critical Limits and Corrective Actions for every step. Monitor system and elaborate records.

Key Skills

- Computer skills • Operating Systems: Full understanding of Windows (several different versions) and Mac OS. • Office Suites: Full understanding of Microsoft Office (Excel, Word, PowerPoint). • Internet: Experience using several types of browsers, social networks and email. • High Typing Level.
 - Food Manufacturing Software • Labelit • DeFacto ERP • ThermoTrack PC V7 • SureTrend – Data Analysis • Checkit
 - Languages • **Spanish:** Native speaker. • **English:** Fluent in spoken and written language.
 - Full Driving License (12 years) and own car.
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Education Summary

- **MASTER DEGREE IN HACCP AND FOOD SAFETY.** Veterinary University of Madrid - Spain
September 2009 - June 2010
- **DEGREE VETERINARY MEDICINE** Veterinary University of Moncada - Valencia (Spain)
September 2001 – June 2007
Plus January 2008 to January 2009 being Internal Veterinary Surgeon at University.
- **DIET AND NUTRITION COURSE** E-learning - (Valencia, Spain)
December 2009 – January 2010
- **PIANO AND MUSIC STUDIES** Conservatory of Music (Torrente – Valencia, Spain)
September 1991 – June 2001