

# Cindy Stark

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- Education/Courses**
- Nov. 2001 University of Georgia/UFFVA Atlanta, Georgia
    - **Developing and Implementing GAP's and GMP's for Evaluating Food Safety in the Fresh Produce Industry.**
  - Aug. 2001 United States EPA/Drinking Water Academy Boise, Idaho
    - **Source Water Contamination Prevention Measures**
  - July 2001 USDA/AMS Fresh Products Branch Pasco, Washington
    - **Auditor Training Class**
  - Feb. 2001 FDA/UFFVA Oxnard, California
    - **How to Facilitate a Traceback Investigation**
  - July 2000 PrimusLabs.com Boise, Idaho
    - **Affiliated Auditor Training**
  - 1997– 1997 Silver Creek Computer Boise, Idaho
    - **Supporting Windows95/NT**
    - Training in maintaining and troubleshooting computer systems. Certificate of completion.
  - 7/1996 – 12/1996 Boise State University Nampa, Idaho
    - **A+ Computer Support Technician**
    - Training in upgrading and maintaining computer systems, customer service and extensive training in all programs contained in Microsoft's Office 97 Professional (Word, Excel, PowerPoint, Paint and Access). Certificate of completion.
- Professional Experience**
- 1999 - Present Idaho State Department of Agriculture Boise, ID
    - **Agricultural Program Specialist**
    - Provide technical oversight for district secretarial staff. Assist programmer on all upgrades for our computer programs. Revise all training programs into PowerPoint Presentations. Publish instructional handbooks for inspectors. Develop policies and implementation methods; compile and analyze data and information to identify program and service needs and available resources. Plan, implement, evaluate and coordinate statewide agriculture program activities and consult with field staff. Primary responsibility for quality assurance and reviewing program criteria to assist in maintaining best practice standards and monitoring activities for compliance with State and Federal requirements. Primary contact with clients outside the agency. Identify policy and regulation issues, conduct research and provide findings to management. Conduct service provider orientation. Provide consultation on problem identification and resolution. Respond to inquires and advise others on designated program issues. Develop and disseminate information on new technologies, service delivery methods and research findings. Assess training needs and develop and present training programs.
  - 1998 - 1999 Idaho State Department of Agriculture Boise, ID
    - **Administrative Assistant**

- Perform a wide variety of secretarial support functions. Apply detailed program knowledge in developing and maintaining program records systems and in collecting information, preparing reports and providing liaison between management, other organizational units and external customers. Knowledgeable of multiple procedures and program requirements. Respond to inquiries, explain department services, policies, procedures and rationale for decision to customers. Compose letters, correspondence, and memos requiring independent judgement as to content. Compile and analyze information from a variety of sources to prepare reports. Utilize computers to create, process and maintain a variety of documents and administrative records containing technical information and difficult formats. Schedule and coordinate arrangements for meetings and conferences. Authority to coordinate non-routine secretarial and clerical activities.

1997 - 1998 Idaho State Department of Agriculture Boise, ID

**Senior Secretary**

- Perform a wide range of office support functions using independent judgment in applying existing policies and procedures to complete assignments. Knowledge of multiple procedures and program guidelines to make decisions. Respond to non-routine inquiries and explain department services, policies, procedures and rationale for decisions to customers. Perform office support and secretarial duties such as composing correspondence. Creating, reviewing and processing documents and records. Identify and correct errors and omissions on documents received from staff, departments and/or public. Schedule appointments and/or services, make meeting, and travel arrangements.

1992 - 1997 Idaho State Department of Agriculture Caldwell, ID

**Office Secretary**

- Perform a variety of secretarial/clerical functions. Explain District policies, procedures and services to others. Assign and distribute work. Explain policies and procedures. Interview and recommend and/or hires employees. Train employees on new work procedures. Complete performance evaluations. Provide backup and assist subordinates in performing assigned work. Process forms and maintain records related to inspection program such as inspection certificates and worksheets as well as administrative details including cost accounting, supplies, billings, personnel, payroll, retention point rosters. Review forms, reports, bills and vouchers to ensure accuracy and advise supervisor of problem areas. Compute fees from certificate information. Screen callers and visitors and provide general information. Answer questions relating to inspection service. Use advanced technology to generate a variety of reports from a database. Integrate stored information by adding, deleting or changing information. Proofread work. Operate telecommunication equipment to send and/or receive hard copy of documents statewide. Compile numeric data to aid in generation of inspection activity reports. Compose and type routine correspondence. Responsible for processing and maintaining records related to both the inspection program and administrative details. Determine action necessary to independently process documents. Develop and maintain filing system for all inspection, personnel and management reports and documents.

1988 - 1992 Idaho State Department of Agriculture Caldwell, ID

**Crew Chief, Contract Grading Crew**

- Supervise and coordinate the work activities of a contract inspection crew of 35 people. Oversee and control progress of work to meet production deadlines. Perform related work as required. Recruit and organize work crew. Establish and prepare work schedules. Monitor progress and flow of work to ensure deadlines are met. Determine need for and recommend to supervisor overtime or establishment of other shifts.

Assign work schedules and activities. Ensure adequate staff coverage to meet workload requirements. Review and examine work for accuracy and adherence to proper procedures, standards and requirements. Resolve employee problems and conflicts. Provide on-the-job training and answers questions of employees on work procedures. Complete or provide input for performance evaluations. Assist crew in performing any aspect of inspection work when required. Layoff crew at end of season. Deal with grower and industry representatives regarding work schedules or delays by answering questions and explaining work progress, process, procedures, standards and requirements. Deal with plant personnel regarding equipment problems and answer questions on production schedules and inspection and grading process or results.

1984 - 1988 Idaho State Department of Agriculture Caldwell, ID

**Grader, Contract Potatoes**

- Assign initial grade to potatoes according to Federal and State standards and contract specifications. Perform related work. Examine product externally and internally according to standards pertaining to size, shape, varietal characteristics, appearance and degree of imperfection using visual inspection, paring knives, small scales and size rings. Place potatoes in bins by grades and unusable portions. Answer questions from new graders on grading procedures and grading decisions. Work during the harvest period in a high volume production setting characterized by long hours and extended shifts until all samples have been processed. Alternate between internal and external grading work. Stand for prolonged periods of time. Work in extreme cold and heat, wet and humid environments around dirt, fumes, poorly ventilated areas, noise and odors and ability to lift 30 pounds.

1985 - 1987 Carnation Potato Company Nampa, Idaho

**Trimmer**

- Trimming defective portions from potatoes at a potato processing plant.

**Publications and/or Seminars/Courses**

Shipping Point Inspection Annual Report  
 Seed Potato Handy Dandy (inspection instructions and visual aides)  
 Microsoft Access 97 Level I and II  
 Ag. Initiative 2001 and ISDA Think Tank

**Additional Professional Activities**

Participate in AFVISA Food Safety Subcommittee  
 Western States and Canada Standardization  
 Manage BIQMS records system  
 Recommend changes to the BIQMS Quality Manual  
 Volunteer Western Idaho State Fair Agriculture Pavilion

**Professional Memberships**

Association of Fruit and Vegetable Inspection & Standardization Agencies (AFVISA)  
 United Fresh Fruit & Vegetable Association (UFFVA)  
 Idaho Process Potato Committee.  
 Idaho State Department of Agriculture Risk Management Team.

**Languages**

English

**References**

Available upon request