



Marshalee Valentine

marshalee@vallyconsulting.xyz

(876) 833-3918

Kingston, Jamaica

Profile: Certified ISO 9001 Lead Auditor /Trainer, Quality Assurance and Environmental Management professional with over ten years experience in Quality Control, Quality and Food Safety Management Systems; two of which are at the managerial level. Displays communication skills with proven ability to build and maintain relationships at all levels.

Experience

CEO/Consultant – Vally Consulting

05/2014 – Present

Overview

- Offering guidance to companies in areas of training, auditing and documenting of Quality, Food Safety and Environmental Management Systems.
- Provides guidance to coffee companies and cafes on best practices in coffee production from farm to cup.

Part-Time Lecturer

College of Agriculture Science and Education

10/2017 – Present

Achievements/Tasks

- Lecturing Bachelors of Technology in Environmental Science and Associate Degree in General Agriculture Programs.

Environmental Management Consultant

Jamaica Conservation and Development Trust

07/2017 – Present

Achievements/Tasks

- Determined the tourism carrying capacity for recreational areas within the Blue and Johncrow Mountain National Park, to be included in the five year National Park Management Plan.
- Within the Blue and John Crow Mountains (BJCM) National Park and World Heritage Site under project funded by the Global Environment Facility – Small Grant Programme (GEF-SGP), conducted environmental assessments and community consultations with communities in the Rio Grande Valley to determine the status of the natural and socio-economic environment, in an effort to determine the potential for ecotourism activities. This activity will lead to the creation of a Conservation and Visitor Management Plan for the Rio Grande Valley, with specific plans that will guide recommended ecotourism activities in targeted communities.



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Global GAP Implementer Ministry of Industry Commerce Agriculture and Fisheries

06/2017 – 03/2018

Achievements/Tasks

- Managed the implementation process for GlobalGAP certification within the Plantain Garden River and Yallahs Agro Parks in St Thomas Jamaica.
- Assisted with the development of audit scope and objectives used to assess the Agro Parks to ensure all Global GAP standard requirements are met.
- Provided training to over eighty (80) farmers and stakeholders in areas of food safety and environmental management.

Other Clients Serviced

- o *Goshen Manufacturing Ltd*
- o *Bureau of Standards Jamaica Ltd*
- o *Mavis Bank Coffee Factory*
- o *Country Traders Jamaica Ltd*
- o *Quality Systems Solutions and Initiatives*
- o *FB- Food Safety Management Systems*
- o *Macs Pharmacueticals05 Ltd*
- o *Fromage Market*

Wallenford Coffee Company Quality Assurance & Product Development Manager /HACCP Coordinator 2014-2016

Achievements/Tasks

- Guided the operations of the Quality Assurance and Product Development Department, which included all planning, organizing, monitoring and improvement activities
- Managed over fifty (50) Coffee Selectors in six parishes to ensure only the best quality coffee is purchased from farmers. This along with the quality assurance team, to ensure quality is maintained throughout processing
- Coordinated the implementation of Hazard Analysis and Critical Control Points (HACCP) and Good Manufacturing Practices (GMP) along the processing chain to ensure compliance with local and international regulations and FDA requirements in four processing facilities



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- Developed and executed training programmes in HACCP, Good Manufacturing Practices and Quality Management to over 120 employees over a six month period, which improved productivity.
- Improved the pass rate of coffee export shipments sent to the Coffee Industry Board from 65% to 95% over a seven month period. This was achieved through improving manufacturing and quality control practices throughout processing.
- Collaborated with the Farm Services Department to provide capacity building for farmers, to ensure they are trained in areas of environmental management and sustainable development in agriculture.
- Monitored the environmental practices of the company to ensure compliance with local and international regulations.
- Coordinated certification process for Starbucks C.A.F.E practices and achieved certification for a four year period, which resulted in a contract to supply Starbucks with coffee to gain additional revenue.

Coffee Industry Board of Jamaica
Quality Assurance Inspector/ ISO 9001 Management Representative
2008-2014

Achievements/Tasks

- Assisted with the monitoring and maintenance of the Coffee Industry Board's quality standards in an effort to sustain the integrity of our prestigious Jamaican Blue Mountain® and High Mountain © Coffee brands.
- Worked along with a team of inspectors to ensure all coffee processing facilities island wide are compliant with health, safety, environmental and processing standards along with making recommendations for improvements when necessary.
- Conducted physical and organoleptic assessment of export coffee shipment samples.
- Provided training to farmers and stakeholders on best practices and quality control in coffee production at all levels.
- Assisted in the development of the Coffee Industry Board Best Practices Manual for food safety.



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- Managed the company's ISO 9001 Quality Management System.
- Assumed or delegated the role of Lead Auditor for the ISO9001:2008 Quality Management System.
- Developed and executed internal auditing training programme for ten internal auditors within two months of appointment.
- Developed a manual system for document control in the absence of an electronic document control system.
- Assisted the company in achieving recertification in 2014 for ISO 9001:2008 by improving the document management, auditing and corrective action monitoring system present.

Quality Assurance Lab Technician

2006-2008

- Assured the quality of the product by measuring and assessing the product against specific given standards and procedures, by conducting laboratory analysis and other related activities

2003- 2005 College of Agriculture Science and Education

Associate of Science Degree in General Agriculture

2008-2009 College of Agriculture Science and Education

Bachelor of Technology in Environmental Science (*Deans List*)

2015-2017 University of the West Indies – Mona Campus

Master of Science in Natural Resource Management- Integrated Urban and Rural Environmental Management (*Caribbean Risk Reduction and Insurance Facility Scholarship recipient*)

Professional Training and Certifications

- Certified Lead Auditor ISO 9001:2015- Professional Evaluation and Certification Board
- Certified Trainer ISO 9001:2015- Professional Evaluation and Certification Board



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- Preventative Control Qualified Individual – Food Safety Preventative Control Alliance
- Implementing SQF Systems- Safe Quality Food Institute
- Auditing SQF Systems- Safe Quality Foods Institute
- Global Gap Implementation and Auditing- Guardian Harvest California
- Good Agricultural and Collection Practices
- General HACCP Awareness- Bureau of Standards Jamaica (BSJ)
- Introductory ISO 9001:2008 QMS- BSJ
- Internal Auditing - BSJ
- General HACCP Awareness- BSJ
- HACCP auditing – BSJ
- Taking Effective Corrective Action – BSJ
- Developing a Quality Manual – BSJ
- ISO/IEC 17025 Laboratory Management Systems Introduction- BSJ
- Gap Analysis/Self Assessment ISO/IEC 17025 – BSJ
- Customer Service – HEART Academy

References

Richard Kelly
United Nations Development Programme
Programme Specialist
876.897.7089

Dr. Susan Otuokon
Jamaica Conservation and Development Trust
Executive Director
876.363.7002