

ROBERT SMITH

Safety Coordinator I

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Experienced Safety Professional with excellent client and project management skills. Action-oriented with strong ability to communicate effectively with technology, executive, and business audiences. Successful leadership experience as a team builder and staff motivator.

CORE COMPETENCIES

Class A CDL, Dispatch, Customer Service, Transportation, Safety, DOT And FMCSA Regulations, Local Driving

PROFESSIONAL EXPERIENCE

Safety Coordinator I

ABC Corporation - October 2014 – March 2015

Key Deliverables:

- Recommended measures to ensure maximum employee protection with excavation, poly pipe fusion, nupi electrofusion, heavy equipment operations and utilization of trench cave-in protection measures.
- Ensured field supervisors wherein compliance with company policy; lockout/tag out, hot work permits, excavation permits (one call) and four gas monitor utilization to determine hazards with dust, gases, vapors, and other potentially toxic materials during trenching operations.
- Collaborated with field supervisors and program managers to institute control and remedial measures for hazardous and potentially hazardous conditions of equipment and trenching.
- Conducted and coordinated weekly and daily tailgate training of workers concerning safety laws and regulations, use of safety equipment, devices, clothing and first aid prior to commencement of work evolutions; achieved significant improvement in field employee productivity.
- Prepared reports including safety observations, personal injury, and equipment damage reports, and company policy and safety violation report.
- Provided basic first aid and transported injured personnel to a nearest medical facility; reviewed physicians reports and conducted worker studies to determine if diseases and illnesses were job-related.
- Observed employees at work to determine compliance with safety precautions, safety equipment used and proper completion of jsa.

Human Resource Manager

ABC Corporation - December 2012 – September 2014

Key Deliverables:

- Managed the weekly maintenance performed on piping (water/fuel/waste), valve and stem, corrosion control and structural integrity utilizing the organizations 3m (maintenance and material management) program.

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- Utilizes interpersonal communication skills effectively with assisting the leadership to identify and resolve adverse actions, personnel performance issues and safety mishap/injury inquiries and/or reports.
- Skilled and experienced with computerized systems using microsoft word, excel, power point and office software.
- Performed related computations; prepared related reports; trains, counsels, evaluates and supervises personnel with a high degree of confidentiality.
- Directed payroll services utilizing information obtained from the automated (peoplesoft, hris) systems and exercised financial controls with the disbursing officer to ensure proper monetary accountability was maintained.
- Supervised audits of automated system files, records, logs, and financial returns and maintained personnel financial records, including payroll, travel allowances, and reimbursements for over 1000 personnel.
- Executed daily operations of the administrative office and ensured that all subordinate staff was in compliance with organizational and departmental regulations and policies.

EDUCATION

- A.A in Supervision And Management - 2010(Coastline Community College - Fountain Valley, CA)B.A. in Workforce Education And Development - (Southern Illinois University - Carbondale, IL)