

ROBERT SMITH

Safety Coordinator

info@qwikresume.com | [LinkedIn Profile](#) | [Qwikresume.com](#)

Seasoned Safety Coordinator versed in onsite construction supervision. Possesses an innate ability to lead diverse teams, including union and nonunion shops. Diligent Site Specific Safety Manager who consistently monitors sites to ensure proper compliance with building and safety codes.

EXPERIENCE

Safety Coordinator

ABC Corporation - MARCH 2013 - PRESENT

- Documents safety standards and processes in order to meet regulatory and company, compliance requirements for maintaining a safe workplace.
- Records risk assessments from field representatives to identify, trend and mitigate work-related hazards.
- Supports and provides safety statistics and other safety related information as needed, to other departments.
- Coordinate monthly CSC meetings by preparing and sending out reports and documents needed for meetings.
- Schedule and coordinates team hours, timesheets and vacation requests for safety personnel.
- Conducts new employee safety orientation training and coaches new hire associates on safe work habits in support of safety targets.
- Create, project manager certified training and teach pm certification classes.

Marketing And Technical Help Desk Specialist

ABC Corporation - AUGUST 2011 - MARCH 2013

- Focused teams on business objectives and tracked progress to ensure project milestones were completed on time, on budget and with the desired results.
- Provide technical internal and external training to students, faculty, and staff.
- The primary contact is responsible for cultivation and management of relationships with existing and potential clients.
- Organize and edit training manuals, multimedia visual aids, and other educational materials.
- Review of their safety program to see if any revisions or additions needed to be made.
- Experience in Microsoft office and made a significant improvement in my interpersonal skills.
- Worked with a general contractor regarding all relevant reports and/or issues.



EDUCATION

- Bachelor Of Science in Technical Management - (DeVry University - Irving, TX) Associate Of Arts in Business Management - (Tarrant County College)



SKILLS

Problem Solving, Inventory Management, Staff Training And Teaching Experience