

## Objective

To obtain a part-time Safety Leader position with an emphasis on Sales Support/Office Management utilizing extensive experience and skills. Productive in contributing effectively towards the objectives of a team, and is able to share knowledge, ideas, and information.

## Skills

Safety Trainer, Purchasing, Operations Management, Supervisor, MS Office, Outlook, Reconciliation, Process Improvement, Forklift Certified.

## Work Experience

### Safety Leader

**ABC Corporation** - 2015 – 2015

- Managed the ergonomics efforts in our facility to production workers and office personnel.
- Delivered routine safety tool box talks and safety meetings.
- Delivered quarterly presentations to CEO and VP on safety performance of facility.
- Provided guidance and supervision for 6 direct reports.
- Managed performance of employees, including review of technical competencies and ability to meet established goals and objectives.
- Prepared performance reviews, develop meaningful performance expectations and development plans for each team member.
- Recruited, trained, mentored, and developed team members.

### Safety Leader

**Delta Corporation** - 2007 – 2010

- Safety leader over 2 departments finding economical solutions that will buy down risk while making the facility more successful.
- Skills Used Leadership skills, training skills, safety skills ...where ever needed get involved ,driving a forklift, working on an assembly line.
- Involvement in projects concerning equipment reliability.
- Spending time on the floor in various departments building a better understanding of operational challenges.
- Greet customers, Teach and Practice Safety Laws of the store and when being around gas when doing inventory.
- Inventory on Produce and non Produce Items, and train up and new coming employees on the register.
- Responsible for trailer load & unload assignment Picked/Sorted.

## Education

GED