ROBERT SMITH

# Safety Officer/Production Manager

### info@qwikresume.com | LinkedIn Profile | Qwikresume.com

Highly qualified Safety Officer with experience in the industry. Enjoy creative problem solving and getting exposure on multiple projects, and I would excel in the collaborative environment on which your company prides itself.

# EXPERIENCE

## Safety Officer/Production Manager

### ABC Corporation - AUGUST 2013 – NOVEMBER 2014

* Responsible for supporting and executing the Safety Program for Operations.
* Assist Operations in accident prevention, hazard recognition, and control.
* Facilitates safety meeting meetings in various locations, observes for unsafe acts or conditions, and assist employees in developing hazard identification skills.
* Conduct audits on all assigned areas and equipment, responsible for confined space testing and hot work permitting.
* Assist with and takes a lead role in accident investigations and reports, including near misses.
* Play integral role in the Fire Brigade and Emergency Response Team.
* Provide injury management from the initial incident through the complete cycle of managing the employee.

## Safety Officer

### ABC Corporation - 2008 – 2013

* 17.00 per hour Supervisor Jan Plautz (retired) Supervisor for 11 years 402-643-5927 Supervisor Michelle Drahota for 2 years 4301 W Adams St, Lincoln, NE 68524 Phone(402) 470-0600 Duties Audits travel logs for 50 drivers according to D.O.T.
* standards.
* Maintains records for vehicle inspections and prepares for D.O.T.
* audits.
* Documents & scans D.O.T.
* violations, addresses violations with drivers & works with them to determine course of action to promote safer driving.
* Maintains accurate accounting records for a 6-month lag..

# EDUCATION

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# SKILLS

Microsoft office, Customer Service, Communications.

2