

ROBERT SMITH

Safety Officer/Environmental Health

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

SUMMARY

More than 20 years of program implementation, management and computer technology experience. Proven ability to research, create and develop strategic plans for program implementation. Able to work within established programs and procedures and employ ways and measures to evaluate program accomplishments and performance. Hard working, detailed oriented with the ability to multi-task effectively. Outstanding leadership, motivation, and communication skills.

CORE COMPETENCIES

Ability To Self-manage & Self-motivate Bilingual English / Spanish Computer Skills Enjoy Working With The Public In A Team Environment Enthusiastic To Motivate Entrepreneurial Professional Intensive Management Experience.

PROFESSIONAL EXPERIENCE

Safety Officer/Environmental Health

ABC Corporation - 2012 – 2012

Key Deliverables:

- Working among all elements of school staff, faculty, and the public.
- Continuous contact with students in the school.
- Maintaining a quiet atmosphere in school corridors, cafeterias and maintaining student corridor traffic to prevent unnecessary disruptions during passing periods and during periods when classes are in session.
- Independent, good judgment must be exercised and an unbiased attitude in working with the diverse student body.
- Physically respond to situations where personal injury to a student or staff member is imminent.
- Provide assistance in the best possible manner without causing provocation or retaliation from a student(s) and are reasonably successful in job assignments while refraining from touching or grabbing a student.
- Enforcing school rules and regulations are requirements for substitute Student Management Personnel.

Safety Officer

ABC Corporation - 2007 – 2012

Key Deliverables:

- Responsible for improving the workplace environment by implementing safety procedures throughout the several departments under AC/S Logistics.
- Identified mishap reporting procedures were not being conducted and tracked to identify high hazard areas and lowering those hazards.

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- Managed and Supervised a team of 9 Safety Representatives, compiling data, investigating mishaps and reporting them into the Web Enabled Safety System II.
- Ensured all OSH and OSHA violations were abated in a timely manner according to the 29 CFR Occupation and Health Standards.
- Developed a weekly newsletter with information and awareness to be presented by the Safety Representatives before the week began to get personnel into the safety frame of mind.
- Attended Safety Conferences, mishap and reporting classes, Life Safety courses and various safety instruction classes to gain knowledge on reducing mishaps.
- Assisted Safety Representatives when work requests through the facilities maintenance department had to be expedited due to safety reasons..

EDUCATION

Accounting - 2009(Northwestern College - Chicago, IL)

