***CONTACT DETAILS***

1737 Marshville Road,

Alabama

(123)-456-7899

info@qwikresume.com

**www.qwikresume.com**

***SKILLS***

Microsoft Office.

***LANGUAGES***

English (Native) French (Professional) Spanish (Professional)

***INTERESTS***

Climbing Snowboarding Cooking Reading

***REFERENCES***

Reference – 1 (Company Name)

Reference – 2 (Company Name)

Robert Smith

***Safety Officer Lead***

# PERSONAL STATEMENT

Lab specialist with 3 years experience in quality control and quality assurance. Thrives in a challenging environment while maintaining creative ingenuity.

# WORK EXPERIENCE

## Safety Officer Lead

### ABC Corporation - May 2004 – March 2013

*Responsibilities:*

* Identifying and investigating potential workplace hazards and providing recommendation to eliminate or reduce those hazards.
* Developing, monitoring and implementing safety policies and increasing employee safety awareness by providing comprehensive and consistent training drills.
* Work closely with customer safety representatives to ensure adherence to companys policy and procedures.
* Hazard analysis evaluation of equipment, material storage, machinery, etc.
* Ensuring safety team projects are completed on schedule and within budget.
* Responsibility for tracking of Audits, Observations, Equipment, Inspections and corrective actions.
* Assist with the development, implementation, and training for HSE policies and procedures.

## Safety Officer

### ABC Corporation - 1999 – 2004

*Responsibilities:*

* ETE, KSA) Address Al Khobar, Kingdom of Saudi Arabia Project Building/Infrastructure project Position Safety Officer Period January 09, 2010 to March 18, 2012 Job Description Assists in carrying out inspections of workplaces and takes necessary action to ensure compliance.
* Assists in responding to and investigating concerns/complaints from workers/employers and assists in taking appropriate action.
* Assists in investigating accidents or injuries that occur in the workplace.
* Assists in the establishment of workplace safety and health committees.
* Assists in carrying out industrial hygiene surveys.
* Assists in the preparation of various reports, documents and forms.
* Performs other related duties as assigned..

**Education**

Bachelor of Science in BIOLOGY - (TEXAS SOUTHERN UNIVERSITY - Houston, TX)