

# 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)

### CONTACT DETAILS

1737 Marshville Road,  
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(123)-456-7899  
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[www.qwikresume.com](http://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)