
Health And Safety Coordinator Resume

Job Objective

Seeking a Health and Safety Coordinator position that offers an immediate challenge, career opportunity, and advancement.

Work Experience:

Health and Safety Coordinator, August 2005 – Present
Armstrong, Inc., Fayetteville, NC

- Interpreted state and federal regulations and directives.
- Implemented company safety and health policies and procedures.
- Provided safety oversight to asset PSM program.
- Coordinated with monthly asset and work group safety meetings.
- Developed, coordinated, and conducted safety and health training.
- Provided support during asset HS and PSM audits.

Health and Safety Coordinator, May 2000 – July 2005
Metro Corporation, Fayetteville, NC

- Served as an audit team member and leader on division and corporate audits.
 - Provided due diligence expertise in mergers and acquisitions.
 - Coordinated with hygiene issues for assets in industry.
 - Authored various reports for asset, division, and corporate audiences.
 - Ensured positive and pro-active local relations are maintained.
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Summary of Qualifications:

- Extensive experienced in Manufacturing and Environmental Compliance
 - Excellent knowledge of Process Safety Management systems
 - Solid understanding of safety permitting processes
 - In-depth knowledge of principles, theories and practices of Quality, Health, Safety, Environmental
 - Excellent computer skills with proficiency in MS Office Suite
 - Strong communication skills with emphasis on public speaking and technical writing
 - Good time management skill with ability to manage short deadlines
 - Amazing ability to function as a member of various teams and manage multiple projects simultaneously
 - Remarkable ability to function with internal database systems
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Education:

Bachelor of Science Degree in Industrial Safety and Health, ECPI College of Technology, Virginia, VA

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