
HEALTH OFFICER RESUME

Objective:

Seeking organization with the potential to expand and grow in which my Health Officer skills can be utilized to their fullest.

Education:

Bachelor's Degree in Public Health, Saint John's Seminary College, Camarillo, CA
Master's Degree in Public Health, Seton Hall University, South Orange, NJ

Experience:

Health Officer, August 2005 – Present
J&J Pharmaceutical R&D Inc., Boardman, OH

- Conducted initial health screening for all incoming children and youth and sponsors, ensuring that each has turned in all the required forms.
- Prepared and maintained medications from incoming sponsors.
- Ensured confidentiality of health cards, and of camper and sponsor health issues.
- Informed Food Services Manager and Manager of all food allergies.
- Treated minor illnesses and injuries; sent major illnesses and injuries to walk-in clinic and hospital.
- Participated in and recorded weekly lost swimmer drills in the bound journal.
- Maintained inventory of health supplies cabinet.

Health Officer, May 2000 – July 2005
Kansas Department of Health and Environment, Boardman, OH

- Monitored site activities for compliance with health guidelines.
- Monitored safety requirements and recommended project manager to change site conditions.
- Maintained safety training records and provided safety briefings and appropriate orientation.
- Reviewed health and safety plans.
- Conducted hazard assessments and ensured appropriate control measures and safe work requirements are incorporated into work control packages and plans.
- Inspected equipment, structures, and work in progress for compliance with applicable health and safety standards and specifications.

Qualifications:

- Huge experience in construction site safety as health officer
- Solid understanding of principles and practices of medicine
- Sound knowledge of medical and public health program development and administration
- Huge knowledge of national and state trends relating to medical treatment and public health issue
- Familiarity with first aid, CPR and basic medical care procedures
- Ability to interact positively and compassionately with patients
- Proficient in MS Office Suite – Excel, Word and MS Access
- Strong project management and organizational skills
- Excellent communication and interpersonal skills

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