
HSE Administrator Resume

Job Objective

Seeking a HSE Administrator position that enables me to make positive contributions to the organization by utilizing my prior skills in the field.

Highlights of Qualifications:

- Highly experienced as HSE Analyst
 - Huge knowledge of health and safety regulations
 - Deep knowledge of company processes
 - Familiarity with HSE legislation
 - Amazing ability to multitask
 - Outstanding ability to manage independently
 - Excellent computer skills
 - Superior communication skills
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Professional Experience:

HSE Administrator
Manpower Professional, Detroit, MI
November 2007 – Present

- Maintained necessary data and information on US incidents.
- Aided in formulation of safety and training procedures.
- Gathered data on all injuries.
- Outlined drug testing results and maintained employee list.
- Computed training data into spreadsheet.

HSE Administrator
Key Energy Services, Detroit, MI
December 2003 – October 2007

- Assured compliance with Russian statutory rules.
 - Imparted licensing and certification to staff.
 - Handled corporate efforts around HSE.
 - Coordinated with corporate officers.
 - Aided accurate reporting on HSE activities and progress.
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Education:

Bachelor's Degree in Commerce
Mineral Area College, Park Hills, MO

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