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## HSE Coordinator Resume

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### Job Objective

To obtain a HSE Coordinator position that fully utilizes my experience and abilities.

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### Work Experience:

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HSE Coordinator, May 2004 – Present  
TXL, San Antonio, TX

- Developed, gathered and maintained HSE data for routine HSE reports and regulatory documents.
- Assisted corporate HSE with company-wide projects including committee involvement and support.
- Coordinated in auditing contractor HSE performance and policies.
- Provided HSE support to operations at field locations.
- Assisted Operations and Construction departments and ensured contractor compliance with HSE policies.

HSE Coordinator, March 2002 – April 2004  
Almond,inc., San Antonio, TX

- Coordinated in process hazard assessments and pre-startup HSE reviews.
  - Participated in the HSE field reviews and training programs.
  - Monitored permit conditional requirements and prepared associated reports.
  - Maintained Environmental and Regulatory database system.
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### Summary of Qualifications:

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- Strong accomplished experience working with marine terminals, lightering and offshore marine operations
  - Exceptional knowledge of Federal and state environmental regulations and OSHA regulations
  - Proficient with Microsoft Office computer software
  - Excellent written and verbal communication skills
  - Amazing ability to resolve practical issues quickly
  - Remarkable ability to work in a team environment
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### Education:

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Bachelor of Environmental Science, Augusta State University, Georgia, GA

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