
HSE Coordinator Resume

Job Objective

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

Work Experience:

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:

- 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:

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

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