
Safety Administrator Resume

Job Objective

Looking for work as a Safety Administrator within the organization in order to advance and grow in the industry.

Highlights of Qualifications:

- Remarkable experience in Industrial Health
 - Huge knowledge of State and National Electrical Codes
 - Deep knowledge of program and contract administration rules
 - Familiarity with use of personal computers
 - Amazing ability to resolve issues
 - Outstanding ability to manage with all levels of organization
 - Superior assessment and investigation skills
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Professional Experience:

Safety Administrator
Conco Services Corp., Joes, CO
November 2007 – Present

- Evaluated facility and processes.
- Coached employees to maintain healthy work environment.
- Aided worker related injury investigation.
- Managed Motor Vehicle Accident investigation.
- Carried out new hire Safety Orientation.
- Participated in Safety courses.
- Assessed Fire alarm and suppression systems.

Safety Administrator
AECOM, Joes, CO
December 2003 – October 2007

- Aided work of local safety and health committees.
 - Coached employees and management.
 - Established safety and health risk assessments.
 - Evaluated hazards and potential risks.
 - Conducted inspections and scrutinized incidents.
 - Analyzed employee safety programs.
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Education:

Bachelor's Degree in Organizational Management
Carleton College, Northfield, MN

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