

Jessica Claire

Montgomery Street, San Francisco, CA 94105 ♦ (555) 432-1000 ♦ resumesample@example.com

PROFESSIONAL SUMMARY

Senior [Job Title] and outstanding performer in [Skill] and [Skill] within [Industry]. Proven success in leadership, operational excellence and organizational development with keen understanding of elements of [Type] business. Recognized for inspiring management team members to excel and encouraging creative work environments.

SKILLS

- Risk Management
- Paralegal Research
- Organizational Change Management
- Excellent Investigative and Reporting Skills
- Document preparation
- Program Management
- Change Management
- Team Risk Training
- Exceptional writer

WORK HISTORY

Risk Management Specialist, 02/2015 - Current

Peace Health – Burlington, WA

- *Designed and executed* daily activities and audit engagements with focus on strategic, operational, and regulatory compliance related risk plan activities.
- *Reviewed programs and practices* at five sites to identify potential risk from organizational changes to procedures that required updates in training, documentation, and facility safety practices; guaranteed compliance with regulatory requirements.
- *Trained personnel* in risk management policies and monitored compliance to control company liability.
- *Developed short-term goals and long-term strategic plans to improve risk control and mitigation* across facility operations and transportation areas.
- Executed as a *team member and management consultant* a Quality, Safety and Environmental management system roadmap to achieve risk maturity milestones across organizational levels.

HES Risk Engineer, 11/2012 - 02/2015

Drs Technologies – Dallas, TX

- *Project team member and consultant to management*, Identified process safety risks; applied and monitored mitigation options.
- *Quality assurance audits of documentation* supplied by multiple domestic and international engineering contractors to guarantee fitness of purpose.
- *Collaborated* with domestic and international vendors to locate replacement components and resolve advanced problems.
- *Database management* for all transactions and support interactions for risk management and hazard analysis in database and procedures for future reference and addition to company's knowledge base.
- *Program Management Award* for work Houston Portfolio Project; planned 50-story high rise building in downtown Houston; provided *architectural risk management technical support* on project change tracking correlated to scope, project budget, and schedule; supported development of tracking and risk registers with contractors to ensure compliance with project plans.

Chief Process Engineer, 10/2009 - 11/2012

Foster Wheeler – City, STATE

- *Devised and facilitated* safety-related engineering design, training, and consultancy services to support all projects upstream and downstream for refinery, chemical plant, and liquefied natural gas plant.
- *Analyzed and resolved* production risk and operational issues, collaborated with clients, project team, and direct reports to ensure project contractual requirements were met.
- *Provided leadership for cross-functional teams* on offshore and onshore projects to establish standards and ensure that potential hazards were identified, understood, and mitigated to ensure personnel carried out tasks safely.
- *Daily managed and mentored* team of four direct reports. and as a team member of six project teams.
- *Organized* project change tracking to include safety and environmental risk mitigation; followed costs and impacts of mitigations implemented in project design for 50+ projects in multiple countries.
- *Documentation Assurance* to meet project requirements and regulatory standards.
- *Schedule Compliance* to meet project, contract and Client requirements
- *Communication and awareness of organizational personnel change impact to management systems* - daily interface six project teams and senior management when design, risk and client issues arose.
-

EDUCATION

Bachelor of Science: Chemical Engineering

Auburn University - Auburn, AL

- Professional development completed in refinery vessel and equipment design.

Bachelor of Science: Chemistry

Armstrong State College - Savannah, GA

Member of student Chemistry Society.

Elected to College Student Senate by Chemistry Department students.

ACCOMPLISHMENTS

- Patent awarded, Lithium Soap Grease Additive, US Patent #: 4536308Published “Make HSE a Priority” to communicate technical best practices for development and implementation of chemical processing management systems.
- Course developed from paper that was peer reviewed by American Institute of Chemical Engineers (AIChE) and American Society of Mechanical Engineers; accepted as Continuing Education course for delivery to members.
- Authored Amazon eBook: *Shining A Light on Business Performance: A Pocket Guide for Responding to Changing Market*. May 2019.

CERTIFICATIONS

- Certified Paralegal, Boston University
- University of Pennsylvania - Coursera Specialization, Positive Psychology