

# JESSICA CLAIRE

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## PROFESSIONAL SUMMARY

Well-qualified PSM Specialist bringing communication and documentation abilities developed over 5-year Warehouse and Food Processing career. Solid background designing and implementing procedures to minimize and mitigate worker risk. Advanced training in OSHA and EPA issues. With backgrounds in manufacturing and Construction.

## SKILLS

- Industrial hygiene
- Occupational health hazards
- Safety courses
- OSHA standards and codes
- Safety and compliance inspections
- Occupational safety
- Preventive measures
- Training and mentoring
- Records/files maintenance
- Adaptability
- Training & Development
- MS Office
- Industrial Manufacturing
- Incident Investigations
- Attention To Detail
- Environmental Health And Safety
- Flexible & Adaptable
- Administration
- Willing To Travel
- Computer Skills
- Written And Verbal Communication
- Leadership Skills
- Safety Standards
- Site Safety
- Management
- Rules And Regulations
- Safety And Health Standards
- Ability To Write Reports
- Safety Audits
- Hazardous Materials
- Construction Safety
- Safety Meetings
- Safety Training
- Emergency Situations
- Problem Solving
- Facility Inspections
- Regulatory Knowledge
- Maintenance
- Reporting Systems
- Safety Regulations

## WORK HISTORY

### Process Safety Management Coordinator/Safety Officer, 05/2017 - Current

#### Powell Industries, Inc. – Houston, TX

- Verified monthly practice of fire drills for every work shift.
- Recognized, documented and advised on removal of hazards.
- Streamlined and directed occupational safety trend and current hazards analyses.
- Responded to any emergencies as instructed and with utmost efficiency.
- Conducted safety audits and investigated plant quality issues.
- Served as primary backup to officer in charge with various responsibilities related to compliance, operations management, and staff supervision.
- Inspected worksites, practices and gear for compliance with established safety standards.
- Performed as safety consultant for 7 managers to deliver expertise in safety criteria, technical directives and operational methods.
- Provided assistance in managing health and safety programs aligned with industry standards.
- Gathered information, prepared reports, and drafted correspondence related to cases.
- Identified and eliminated potential safety code deficits and addressed adequacy of fire exits, stairways, aisle spaces and sprinkler systems through annual inspections.
- Inspected facilities for adherence to fire, hazard and safety guidelines.
- Checked written JSAs and permits for adherence to regulations.
- Designed programs, policies, and procedures that were implemented to reduce or eliminate workplace injuries and hazards.
- Provided instructions to staffers during fire drills and emergency evacuations.
- Developed safety training procedures and authored manuals for distribution to staff members.
- Implemented safety training and traffic safety instructional courses which bolstered improvements in safety culture across personnel groups.
- Wrote, coordinated and delivered mass educational briefings focused on occupational accident trends and prevention.
- Prepared relevant SRM documents in conformance with Safety Management System (SMS) order.

### Safety Manager/Maintenance Manager, 02/2011 - 05/2017

#### Brand Hydraulics – City, STATE

- Trained employees in most current regulations and practices in effort to prevent mishaps and promote overall safety.
- Reduced injuries among personnel with development and implementation of robust safety programs and policies.
- Eliminated dangerous behaviors potentially impacting worker safety in manufacturing settings through careful analysis and process optimization.
- Identified accident causes and optimal prevention strategies by conducting thorough investigations and analyses.
- Evaluated workplace conformance with OSHA standards and EPA regulations, implementing immediate strategies to resolve deficiencies.
- Optimized new employee training on gear and procedures to maximize team safety.
- Promoted worksite safety by implementing enhanced lockout and tagout maintenance processes.
- Inspected job sites and facilities to detect potential health hazards and put corrective measures immediately into effect.
- Addressed non-compliance issues and employees with Supervisors and suggested remediation.
- Facilitated training for 105 employees.
- Facilitated meetings with upper management and executives to discuss ways that safety could be improved.
- Facilitated occupational safety meetings and handled inquiries, questions and concerns in terms of training.
- Provided new-employee health and safety orientations and developed materials for presentations.

### Journeyman Welder, 09/2009 - 02/2011

#### Jacobs Field Services – City, STATE

- Interpreted verbal and written instructions from work orders and welding blueprints.
- Examined structure and texture of parts to detect imperfections.
- Clamped, held, tack-welded, heat-bent and bolted component parts to achieve required configurations and positions.
- Bolted, clamped and tack-welded parts to secure components prior to welding.
- Chipped off excess weld, slag and spatter using hand tools.
- Operated hoists, cranes and power tools to dismantle equipment to find and remove defective parts.
- Repaired manufactured products by dismantling, straightening, reshaping and reassembling parts.
- Conducted special welds with extremely low tolerances for industrial operations.
- Inspected welds and checked critical measurements to meet specifications.
- Observed hydrostatic and dimension tolerance tests to evaluate weld quality and conformance to specifications.
- Welded parts using arc, gas-shielded arc, submerged arc and gas equipment.
- Assembled structural forms such as boiler parts and pressure vessels.
- Blew out machines, checked welding leads and wiring and changed filters for preventive maintenance.
- Maintained correct arc length and movement speed to form specified fusion depth and bead.
- Completed welding projects using gas tungsten arc, gas metal arc, flux-cored arc, plasma arc and shielded metal arc equipment.
- Used MIG gun arc to melt and deposit metal from electrode to workpieces.
- Removed rough spots from work pieces with portable grinders, hand files and scrapers.
- Fabricated shop parts directly from blueprints.
- Welded in flat, horizontal, vertical and overhead positions.
- Set up and operated shielded metal arc and gas metal arc welding equipment.

## EDUCATION

### Master Welder Certificate

#### Tulsa Welding School - Tulsa, OK

### High School Diploma

#### Union High School - Tulsa Ok

## CERTIFICATIONS

- Principles of Occupational Safety and Health
- Train-the Trainer Classes
- Ammonia Operator 1 Training - 2017
- Ammonia Operator 2 Training - 2018
- RAGAGAP Training - 2019
- Motor Room Design Training - 2018
- PSM Principals and Understanding - 2017
- Advanced PSM Understanding - 2019
- HAZWOPER 40hr - 2017
- Emergency Response Training - 2017 thru 2021
- First Aid/ CPR/ AED - 2017

## ADDITIONAL INFORMATION

### Volunteer Work -

#### StoneBridge Christian Church- Small-Group Leader- Weekly 2016 - present

Assist with building projects

Volunteer Every Sunday in whatever capacity requested

#### Open Door Mission - Serve in whatever capacity needed

Sienna Francis House - Finished assembly and made beds for new facility