

KRISTA K. WEBB-IRISH

#24 John Shaw Avenue

Arima.

Tel: 347-7163

Email: kwebb246irish@gmail.com

Objective: To gain knowledge, experience and have personal growth within an organization; therefore making myself a better rounded individual who can be relied on at all times.

Education:

Matriculation BTEC HND in Business (Pearson University) 2017-2019

- Business and the Business Environment-Current Course
- Innovation and Commercialization-Current Course
- Human Resource Management – Pass
- Marketing Essentials – Distinction
- Organizational Behaviour – Distinction
- Research and Study Skills – Distinction
- Mastering Public Speaking and Presentations – Pass

Supervisory Management – Credit

ABE Business Management Diploma

- Accounting (B)
- Quantitative Methods (D)
- Business Communication (C)
- Business (C)

Nebosh Level 3 (Credit Award)

- Management of Health and Safety (NGC 1)
- Controlling Workplace Hazards (NGC 2)
- Health and Safety Practical Application (NGC 3)

OSHA

- Safety Management (A+)
- General Industry (Pass)
- Construction Industry (Pass)
- Blood Borne Pathogens (Pass)
- Industrial Hygiene (Pass)

Computer Literacy

Experience:

 Hanover Construction Company Ltd (2014-2017)

Projects and Positions:

La Fortresse Development – Site Administrator and HSSE Officer

Trestrail Lands Development – Senior HSSE Officer

Responsibilities:

- Prepare all documentations for Transportation
- Peachtree Coding for all work activities
- Co-ordinate Material requisitions between Head Office and Site
- Generate Material Orders Filing and Related Office duties
- Orientation for all new employees inclusive of Sub-contracted workers
- Maintenance of Employee Log
- Ensure regulation standards are kept for Nuclear Density Testing
- Prepare HSE Monthly Reports and Schedules
- Daily Attendance Updates
- Development and Implementation of HSE System
- Generation of all HSE and Security Forms
- Investigate and Report all Incidents or Accidents
- Site Inspections to ensure Employees and Sub-Contractors compliance
- Registered Person to ensure Batching Plant compliance (EMA)
- Attend Monthly Client HSE/CEC Meetings and Inspections
- Prepare CEC Checklists for fortnightly meetings
- Co-ordinate all General Safety Meetings and HSE Training Sessions
- Liaise with HDC HSE Manager/Representative
- Manage Tool Box and Assist in compiled JHA Meetings
- Maintenance of First Aid Log and Follow up with injured Employees
- Report Accidents/Incidents to relevant Authorities
- Administer First Aid
- Any other role and responsibility that falls within the purview of the Administration or HSSE Department.

Prior Work Experience:

Modern Electrical Supplies Limited (2013-2014)

Branches and Position:

- ✓ Tunapuna – Sales Associate
- ✓ Marabella – Sales Associate

Responsibilities:

- Preparation of all Electronic Invoices (Great Plains)
- Preparation of Customer Quotations
- Answering and Re-routing calls
- Dealing with customer queries in store and online
- Compiling customer orders
- Restocking out of stock items
- Training of new staff to handle customer queries and making electronic in Invoices
- Inter department sourcing
- All other customer service related duties

Therml Impac Affordable Homes Company Ltd (2006-2013)

Projects and Positions:

- ✓ City Hall Renovation- Site Administrator and HSE Officer (2011-2013)
- ✓ NGC Recreational Center – Site Administrator and HSE Officer (2010-2011)
- ✓ Couva Exchange Housing Development – HSE Officer (2007-2008)
- ✓ Ridgewood Heights – Administration Assistant and Stores Officer (2006-2007)

Responsibilities:

- Prepare all documentations for Transportation
- Co-ordinate Material requisitions between Head Office and Site
- Generate Material Orders Filing and Related Office duties
- Orientation for all new employees inclusive of Sub-contracted workers
- Maintenance of Employee Log
- Prepare HSE Monthly Reports and Schedules
- Daily Attendance Updates
- Development and Implementation of HSE System
- Generation of all HSE
- Investigate and Report all Incidents or Accidents
- Site Inspections to ensure Employees and Sub-Contractors compliance

Responsibilities Cont'd:

- Prepare Monthly and Fortnightly Payroll
- Co-ordinate all General Safety Meetings and HSE Training Sessions
- Manage Tool Box and JHA Meetings
- Maintenance of First Aid Log and Follow up with injured Employees
- Report Accidents/Incidents to relevant Authorities
- Administer First Aid
- Any other role and responsibility that falls within the purview of the Administration or HSE Department.

H. Lewis Construction Ltd (2008-2010)

Projects and Positions:

- ✓ Caroni Savannah Development – HSE Advisor (2011)
- ✓ PCS Nitrogen Administration Complex – HSE Advisor (2010-2011)
- ✓ Carlsen Field Housing Development – HSE Advisor (2008-2009)

Responsibilities:

- Orientation for all new employees inclusive of Sub-contracted workers
- Maintenance of Employee Log
- Prepare HSE Monthly Reports and Schedules
- Assist with Implementation of HSE System
- Investigate and Report all Incidents or Accidents
- Site Inspections to ensure Employees and Sub-Contractors compliance
- Co-ordinate all General Safety Meetings and HSE Training Sessions
- Manage Tool Box and JHA Meetings
- Maintenance of First Aid Log and Follow up with injured Employees
- Report Accidents/Incidents to relevant Authorities
- Administer First Aid
- Any other role and responsibility that falls within the purview of the HSE Department.

Doc's Engineering Ltd (2006)

Projects and Positions:

- ✓ Almond Court Development – HSE Advisor

Responsibilities:

- Orientation for all new employees inclusive of Sub-contracted workers
- Maintenance of Employee Log
- Prepare HSE Monthly Reports and Schedules
- Assist with Implementation of HSE System
- Investigate and Report all Incidents or Accidents
- Site Inspections to ensure Employees and Sub-Contractors compliance
- Co-ordinate all General Safety Meetings and HSE Training Sessions
- Manage Tool Box and JHA Meetings
- Maintenance of First Aid Log and Follow up with injured Employees
- Report Accidents/Incidents to relevant Authorities
- Administer First Aid
- Any other role and responsibility that falls within the purview of the HSE Department.

Kentucky Fried Chicken Restaurants (2002)

Position: Customer Service Representative

Responsibilities:

- Cashing
- Filling Customer Orders
- All other relates Customer Service Related duties

Hobbies: Reading, Lawn Tennis, Badminton, Table Tennis.

References:

Ms. Ayana Stewart

Contracts/Administrative Manager
Hanover Construction Company Ltd
#6 Valsayn Road, Curepe.
Tel: 784-0582 (M); 662-9656 (O)

Mrs. Lynette Ferreira (Teacher II)

La Borde Lane,
Battoo Lands, Marabella
Tel: 778-8829 (M); 658-7338 (H)

Mr. Kirby Sandy (Technical Instructor)

C/O MIC and MUST
Training Center
Barataria Office.
Tel: 335-4809 (M); 225-6620 (O)

Mrs. Savita Ramlogan

Assistant Branch Manager
Modern Electrical Supplies Limited
Southern Main Road, Marabella
Tel: 653-8053 (O)

