



# University of Maryland University College

## Jane Jackson

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### Objective

To apply my knowledge, skills and experience as a safety practitioner to contribute to the overall accomplishments of the XYZ Organization.

### Certifications

- OSHA 500 – Construction Industry Standards
- OSHA 501 – General Industry Standards
- Environmental and Occupational Health and Safety Management

### Experience

#### Safety Manager,

ABC Construction Inc, Charm City, MD 2002 to 2008

- Analyzed current safety program and edited to comply with industry requirements
- Developed Equipment Operator Safety training course and implemented training for 25 key employees. This resulted in higher levels of competence among Operators and led to significant reductions in operator related incidents and accidents.
- Conducted quarterly workplace Safety Audits with Insurance Risk Consultant, to evaluate and implement continuous safety improvements in the workplace
- Conducted training classes for 60+ employees, on key Construction Industry Training topics, including:
  - Hazard Communication & PPE -Respiratory Protection
  - Excavations, Trenching, and Shoring -Work Zone Safety
  - Confined Space Entry -Fall Protection
  - Dig Safe Requirements -Hand and Power Tools
  - Materials Handling, Storage & Disposal -Electrical
  - Scaffolds, Ladders and Stairways -PPE

This led to greater safety awareness and responsibility among employees, contributing to increased compliance with company policies, State and Federal and regulations

#### Quality Assurance and Safety Representative

Smith and Johnson Group, Charm City, MD 2002 to 2004

- Served as the Client Representative for a \$16M building project. (250+ workers)
- Coordinated and Monitored Safety and Health practices to ensure compliance with regulatory requirements
- Conducted weekly site meetings with general contractor and sub contractors to receive feedback, provide updates, and resolve issues
- Participated in monthly progress meetings with the Clients, Architect, Engineers, Quantity Surveyor, GC, and other key personnel, to track project progress and developments, and prepare forecasts



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- Conducted periodic worksite Audits

These initiatives led to the safe and timely completion of the project

### **Health Safety & Environment Instructor**

Safety First Center, Charm City, MD

2004 to 2007

- Developed the Center's initial Safety Program
- Ensured the facility met and conformed with applicable Fire and Safety codes
- Delivered Safety training to over 600 participants in Construction and General industry Standards requirements

The training proved to be instrumental in fostering a great sense of safety awareness and personal responsibility in trainees, contributing to their readiness and adaptability to function safely and productively in the work environment

### **Team member & Safety Representative**

Creative Set Builders, Inc. Charm City, MD

2000 to 2004

Functioned with team in the production of high quality exhibits

- Served on the company's safety committee, and participated in the formulation of safety programs and policies that contributed to a safer and healthier working environment, and improved attitudes among employees
- Ensured safety compliance by workers, resulting in significant reductions in loss time accidents

### **Education and Training**

University of Maryland University College, Adelphi, MD

Bachelor of Science in Psychology - Major; Environmental Management –Minor

GPA: 3.607 Expected completion, December, 2010

University of Maryland University College, Adelphi, MD

Environmental & Occupational Health & Safety Management Certificate, 2006

National XYZ Enterprise OSHA Training,

OSHA 500 - Construction Industry Standards,

OSHA 501 - General Industry Standards

OSHA Authorized Trainer – 30 hr. & 10 hr.

Healthcare College, MD

Technical Teacher's Diploma

### **Memberships**

-Washington Metropolitan Area Construction Safety Association (WMACSA)

-Safety Council of Trinidad and Tobago (SCTT)

-Psi Chi –National Honor Society in Psychology

### **Skills**

Microsoft Word, Excel, PowerPoint & Access