

John Doe

239-000-000 home
239-000-000 cell

Address
State, City, Zip

PROFESSIONAL SUMMARY

Accomplished Administrative and Compliance Executive with extensive experience in manufacturing and construction industries that have been exposed to bankruptcies, acquisitions, mergers and mutiple re-organizations.

KEY QUALIFICATIONS

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|-----------------------------------|----------------------------|----------------------|
| ❖ Strategic Planning Initiatives | ■ Policy Consolidation | ● Integrated Reviews |
| ❖ Multi-departmental Budgeting | ■ Re-organization Planning | ● Business Plans |
| ❖ Mergers and Acquisitions | ■ Shared Services | ● Cost Analysis |
| ❖ Sales & Marketing Presentations | ■ TapRoot Investigations | ● Behavioral Based |

WORK EXPERIENCE

ABC Company (www.xxx.com) 2000- present
(description of the Company- customers it serves etc...)

VP OF HUMAN RESOURCES AND SAFETY

Responsible for :.....

- Managed two departmental staffs of 16 Directors and Managers supporting 5,000 employees with approximately 100 locations in the U.S. and Canada.
- Managed behavioral based safety process initiatives for over 100 facilities reducing worker’s compensation claims by over 50% and total recordable rate by 27%.
- Led initiatives that consolidated three divisional organization’s human resources and compliance related policies and procedures.
- Led Risk-Compliance Task Force for strategic planning initiative to identify cost savings impacting revenues and the bottom-line.
- Launched claims management initiative that reduced worker’s compensation experience modifier rate (EMR) by over 100% (.99 to .49).
- Managed \$2MM budget supporting 6 regions in human resources and compliance related programs.
- Directed HR Shared Services project to identify outsourcing opportunities and to analyze feedback from customer surveys for future planning purposes.

Vice President of Safety

Responsible for :.....

- Managed mergers and acquisitions of several new service line businesses that led to a 200% growth in revenue in five years.
- Directed activities for multiple administrative departments including Human Resources, Procurement, Sales & Marketing, Administration, and Health and Safety.
- Developed Benefits Plan for inclusion of hourly, seasonal employees in health insurance plan creating individual premium bank accounts for when they're off work.
- Directed safety initiatives that reduced OSHA recordable incident rate by 250% with a direct savings of over \$50MM in direct and indirect costs.
- Led employee hiring effort that increased retention and quality of employees for projects that led to repeat business, improvements in the quality of work and safety performance.
- Directed behavioral based safety processes that earned the organization numerous national, local and customer safety excellence awards.

EDUCATION

MA Management	LDU University	1998
BS Education	Univeristy of New Orleans	1994

CERTIFICATIONS

Associate Safety Professional-ASP
Advanced Safety Certificate- TSA

MEMBERSHIPS

Houston Business Roundtable
Houston Area Safety Council- Board Member
Texas Safety Association- Board of Directors
American Society of Safety Engineers
BP Contractors Safety Association (Past Chairperson)
HACSC-Regulatory Committee Member
Clear Lake Christian School- Executive Board Member

ADDITIONAL TRAINING

Executive Finance/Accounting- Rice University
ASP Workshop – Safety Fundamentals
TapRoot Investigation Technique Course

References available upon request.