

Jane Wilson

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Summary of Qualifications

Safety Manager with nine years experience in Environmental, Health and Safety (EHS) positions. Experience includes:

- Completing safety and environmental inspections, identifying issues and developing corrective action plans to insure compliance with applicable safety, health and environmental regulations including OSHA, EPA, HAZMAT, DOD, and state and local regulations
- Conducting safety training orientation sessions and teaching OSHA courses to ensure that (EHS) policies and procedures are followed
- Monitoring the use, storage and disposal of hazardous chemicals and materials
- Monitoring drinking water systems and testing air and ventilation systems for atmospheric pollution such as contaminants, radiation and noise
- Current in Hazardous Waste Operations and Emergency Response (HAZWOPER)

Professional Experience

Corporate Health & Safety Manager, NAME OF COMPANY, Anytown, ST **10/05 - Present**

- Identify and anticipate safety and health concerns and hazards by surveying environmental, operational, and occupational conditions and render opinions on new procedures and recommend preventative programs
- Develop safety campaigns, safety systems, policies, and procedures, and train management and employees on rules and regulations
- Conduct safety inspections and investigate violations to ensure safety procedures are being followed and counsel managers and employees accordingly
- Maintain worker training schedules and complete all required regulatory documentation
- Teach 8- and 40-hour OSHA hazardous waste operations and emergency response course
- Run the environmental laboratory
- Have reduced the number of accidents significantly and have gained 200 hours of teaching experience training 60 personnel

Environmental Health Technician, US Air Force, [Name of] AFB, ST **10/04 - 09/05**

- Managed drinking water, storm water and hazardous waste programs to comply with EPA and state regulations and monitored ten drinking water systems located on base
- Directed daily activities of the Hazardous Waste Management Program, which included evaluating the use and disposal of over 32,000 potentially toxic chemicals
- Inspected 15 work shops and construction projects during 2005 Internal Environmental Compliance Assessment and Management Program (ECAMP)
- Supervised four subordinates

Bioenvironmental Engineering Craftsman, US Air Force, [Name of] AFB, ST **06/00 - 10/04**

- Led an Environmental, Safety and Occupational Health (ESOH) team
- Managed base respiratory protection program for 270 personnel to ensure OSHA compliance
- Managed quantitative fit testing for all mobility personnel assigned to base
- Oversaw maintenance and task certification instruction of \$196K worth of weapons of mass destruction detection equipment
- Reviewed industrial chemical issue requests for occupational and environmental health issues

Environmental Engineering Journeyman, US Air Force, [Name of] AFB, ST **02/99 - 05/00**

- Conducted industrial hygiene surveys in support of Air Force Occupational, Safety, and Health Programs to identify chemical, physical and biological workplace hazards
- Evaluated potential worker exposures to airborne contaminants, hazardous noise, and radiation
- Inspected industrial ventilation systems, hazardous waste disposal procedures, and personal protective equipment
- Evaluated effectiveness of administrative exposure controls

Bioenvironmental Engineering Apprentice, US Air Force, [Name of] AFB, ST **06/96 - 05/00**

- Provided industrial hygiene support for 3,500 personnel in 75 industrial work locations at the base
- Collected data on bioenvironmental engineering problems such as noise effects, ventilation, illumination, heat and cold stress, radiation, and atmospheric pollution
- Helped clean up major industrial chemical spills as part of HAZMAT program

Military Service

United States Air Force

06/96 - 09/05

- Staff Sergeant (E-5), Non-commissioned Officer, Environmental Health, [Name of] AFB, ST (10/04 to 09/05)
- Staff Sergeant (E-5), Bioenvironmental Engineering Craftsman, [Name of] AFB, ST (06/00 - 10/04)
- Senior Airman (E-4), Bioenvironmental Engineering Journeyman, [Name of] AFB, ST (02/99 - 05/00)
- Airman First Class (E-3), Bioenvironmental Engineering Apprentice, [Name of] AFB, ST (06/96 - 05/00)

Education / Skills

- Currently pursuing A.A.S. in Bioenvironmental Engineering Technology at Community College of the Air Force, [Name of] AFB, ST (completed 61 hours)
- Proficient in Microsoft Office Suite (Word, Excel), Air Force Environmental Management Information System (AF-EMIS), Oracle Command Core System, Oracle Discoverer System, Defense Management Logistics Supply System (DMLSS)