

CLIENT A. NAME, SR., CHSP

Dynamic Leader Dedicated to Delivering Excellence in Administrative, Environmental & Occupational Safety & Health Initiatives within Private- and / or Public Sector Facilities to Align with Federal, State & Local Government Regulations

City, ST 54321 | (555) 555-5555 | email@aol.com

Qualifications for Senior Administrative & Operational Leadership

HEALTHCARE ADMINISTRATION | ENVIRONMENTAL HEALTH | OCCUPATIONAL SAFETY & HEALTH
PROGRAM DEVELOPMENT / MANAGEMENT | STRATEGIC ANALYSIS / PLANNING | TRENDS TRACKING
EMERGENCY PREPAREDNESS | MULTIMILLION-DOLLAR BUDGET CONTROL | REGULATORY COMPLIANCE
RISK MITIGATION / MANAGEMENT | QUALITY CONTROL | JCAHO STANDARDS | COMMITTEE LEADERSHIP
TEAM BUILDING | TRAINING / DEVELOPMENT | POLICY / PROCEDURE DEVELOPMENT | PROCESS OPTIMIZATION

Highly Accomplished Senior-Level Leader who expertly drives dynamic healthcare administration, environmental and occupational safety and health, and emergency preparedness initiatives to deliver results that align with a progressive employer's mission, vision, and values. **Hands-On Self-Starter** who continually gains buy-in among multidisciplinary teams to attain desired goals and position operations to mitigate risk and facilitate optimal success.

Influential Strategist who offers a proven track record in developing and managing compliance safety management, hazardous materials, waste management, fire life safety management, biomedical equipment management, security management, emergency preparedness, and utility management programs. **Engaging Communicator** who develops alliances among decision-makers, and who sees the "big picture" at all times while thriving in rapidly evolving scenarios.

Professional Synopsis

MEADE FINANCIAL & MOBILE NOTARY SERVICES (2006 – PRESENT)

Financial Planning | Insurance Sales | Notary Services

Leverage broad scope of multi-industry knowledge toward driving client-specific financial, insurance, and / or notary needs, including generating lucrative new sales for health and life insurance, as well as indexed annuity retirement plans. Prepare and complete detailed applications for underwriting and ensure proper delivery of policies to clients.

- **Educate customers on their comprehensive insurance needs and options.**
- **Concurrently serve as a Certified Notary Signing Agent to meet clients' needs.**
- **Consistently uphold and / or over-exceed brokerage firm company minimums.**
- **Profitably develop referrals to generate a consistent 70%+ rate on all new business.**

LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES (1985 – 2006)

Environmental Health & Occupational Safety Programs – Los Angeles County King Drew Medical Center, Hubert H. Humphrey Urgent Care Center & H. Claude Hudson Comprehensive Health Center (Southwest Cluster)

Senior Assistant Hospital Administrator (2000 – 2006)

Lead forward-thinking initiatives across 13 ancillary and support services departments. Established and coordinated development of policies and procedures to deliver patient care equipment and initiated corrective actions to resolve issues. Conducted investigations, prepared reports, and made recommendations regarding inquires or patient concerns.

Developed and implemented new safety and environmental health plans, including IIPP, bloodborne pathogens, hazard communications, chemical hygiene, emergency preparedness, fire life safety prevention, ergonomics, and general safety. Trained staff in safe operation of equipment and use of proper Personal Protective Equipment (PPE).

Led targeted basic fire life safety training and fire drills to comply with JCAHO standards and local fire department regulations. Trained employees in activation of fire alarm signaling devices; proper use of fire extinguishers; and classification of fires, compartment containment, and evacuation of patients. Conducted safety audits and inspections.

- **Cost-effectively managed a \$50-million budget to align with key goals.**
- **Reduced high-volume staff overtime use by 5% to ultimately save \$250,000.**
- **Continually met requirements of comprehensive federal, state, and local regulations.**
- **Chaired the Multidisciplinary Safety Committee and served on Executive Staff Committee.**
- **Initiated corrective action to reduce workers' compensation and implement engineering controls.**
- **Co-chaired and served on Risk Management, Quality Control, and Infection Control Committees.**
- **Recommended space allocations, analyzed proposed remodeling, and coordinated implementation.**
- **Established safe work practices and new employee training guides and lesson plans for 3,500+ staff.**

Professional Synopsis (continued)

LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES

(CONTINUED)

Environmental Health & Occupational Safety Programs – Los Angeles County King Drew Medical Center, Hubert H. Humphrey Urgent Care Center & H. Claude Hudson Comprehensive Health Center (Southwest Cluster)

Hospital Safety Director | Officer (1990 – 2000)

Applied strong leadership talents toward developing, monitoring, and managing compliance for the effectiveness of a major environmental health and occupational safety program for 2,000+ employees. Conducted workplace site inspections to uncover unsafe conditions, investigate workers' compensation claims, and initiate corrective actions.

- **Developed new policies and procedures, guidelines, promotional materials, and training programs.**
- **Successfully trained, coached, and mentored 2,000+ staff in programs on Basic Fire Life Safety, Emergency Disaster Preparedness, Hazardous Material Waste, and all Spill & Clean Up Procedures.**
- **Seamlessly managed facility-wide Environment of Care – CAL / OSHA, IIPP, and JCAHO standards.**

USC Medical Center

Safety Assistant (1985 – 1990)

Led medical center-specific fire life safety and disaster emergency preparedness program initiatives. Rapidly identified administrative and / or technical challenges for county and contract staff, including driving formal hospital inspections, investigations, and / or follow-ups on license code violations and employee occupational hazards.

- **Concurrently served as a highly qualified Basic Fire Life Safety Training Instructor.**
- **Co-implemented changes while writing associated procedure manuals and instructions.**

Education & Professional Development

CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS

Bachelor of Arts in Interdisciplinary Studies (Public Administration)

Certified Healthcare Safety Professional (CHSP) – International Board for Certification of Safety Managers

Certificate of Fitness (No. HC0034) – City of Los Angeles

Occupational Safety Certificate – University of California, Irvine

First Responder's Occupational Level Certificate – University of California, Los Angeles

National Fire Protection Association

Life Safety Code Seminar

JCAHO Educational Conference

Healthcare Quality Management, Risk Management & Safety Management

California Specialized Training Institute (CSTI)

Hazardous Materials Course | First Responder Operational Level | 3M Respirator Training Instructor

Los Angeles County Office of Emergency Management

Bomb Threat Awareness & Procedures Certificate | Improving Organizational Performance

Standardized Emergency Management Command Systems | Hospital Incident Command Systems

PRIMEDIA Workplace Learning (PWPL)

Environment of Care Standards | Integrating Leadership

Professional Leadership & Affiliations

Health Services Management Forum –President (1995 – 2002)

American Society of Safety Professionals – Professional Member (Since 2000)

Department of Health Services Safety Officers Committee – Chairperson (1998 – 2003)

John Muir High School – Partner & Mentor for Youth Development (2012)

Abundant Harvest Living in Faith Together Church, Altadena, CA – Deacon (2011)

Community, Congressional & Professional Commendations Provided Upon Request

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Date

Hiring Agent Name

Company Name

Address

City/State/Zip Code

Dear _____:

I am exploring a new career opportunity within a challenging leadership role, and am extremely confident that I can make a positive contribution to your organization's success.

To acquaint you with my background, I offer proven talents in healthcare administration, environmental health, occupational safety and health, emergency preparedness, risk mitigation / management, JCAHO standards, and regulatory compliance. I am also well-versed in program development / management, strategic analysis / planning, trends tracking, multimillion-dollar budget control, and quality control, and I consistently achieve stellar results due to my solid skills in team building, training / development, policy / procedure development, committee leadership, safety audits, inspections, corrective actions, and process optimization, among other areas of expertise.

To complement this experience, please note that I attained a Bachelor of Arts in Interdisciplinary Studies (Public Administration) from the University of California, Dominguez Hills. I am recognized as a Certified Healthcare Safety Professional (CHSP) by the International Board for Certification of Safety Managers and gained an Occupational Safety Certificate and First Responder's Occupational Level Certificate, among countless additional professional training / development endeavors, educational conferences, and workplace learning initiatives.

In a recent role as the Senior Assistant Hospital Administrator for the Los Angeles County Department of Health Services' Environmental Health & Occupational Safety Programs across multiple facilities, I successfully led 13 ancillary and support services departments, including establishing and coordinating the development of policies and procedures to deliver patient care equipment and initiated corrective actions to resolve issues. Within this position, I skillfully developed and implemented new safety and environmental health plans, including IIPP, bloodborne pathogens, hazard communications, chemical hygiene, emergency preparedness, fire life safety prevention, ergonomics, and general safety. I also trained staff in the safe operation of equipment and use of proper Personal Protective Equipment (PPE), among other key responsibilities.

A sample of my accomplishments included:

- **Cost-effectively managing a \$50-million budget to align with key goals.**
- **Reducing high-volume staff overtime usage by 5% to ultimately save \$250,000.**
- **Continually meeting requirements of comprehensive federal, state, and local regulations.**
- **Leading targeted basic fire life safety training and fire drills to comply with JCAHO standards.**
- **Chairing the Multidisciplinary Safety Committee and serving on the Executive Staff Committee.**
- **Initiating corrective action to reduce workers' compensation and implement engineering controls.**
- **Establishing safe work practices and new employee training guides and lesson plans for 3,500+ staff.**
- **Co-chairing and serving on Risk Management, Quality Control, and Infection Control Committees.**

I am eager to discuss how my qualifications uniquely match your current and future needs, and I look forward to interviewing with you soon.

Sincerely,

Client A. Name, Sr., CHSP