

DESTINY JOHNSON

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Well-established occupational health and safety specialist offering more than six years of expertise. Exceptional experience in safety and compliance inspections. Now looking to expand my skillset by working for a company or corporation that will allow me to assert my knowledge and take lead.

EXPERIENCE

JUNE 2019 – CURRENT

SAFETY OFFICER, TEXAS DEPARTMENT OF CRIMINAL JUSTICE

- Identified and eliminated potential safety code deficits and addressed adequacy of fire exits, stairways, aisle spaces and sprinkler systems through annual inspections.
- Designed programs, policies, and procedures that were implemented to reduce or eliminate workplace injuries and hazards.
- Gathered information, prepared reports, and drafted correspondence related to cases.
- Provided instructions to staffers during fire drills including evacuation routes and proper reporting techniques.

MAY 2018 – JUNE 2019

WARDEN'S SECRETARY, TEXAS DEPARTMENT OF CRIMINAL JUSTICE

- Managed office inventory by restocking supplies and placing purchase orders to maintain adequate stock levels.
- Delivered top-notch administrative support to office staff, promoting excellence in office operations.
- Produced accurate office files, updated spreadsheets and crafted presentations to support executives and boost team efficiency.

SEPT 2014 – MAY 2018

CLERK/INTAKE TESTER, TEXAS DEPARTMENT OF CRIMINAL JUSTICE

- Adhered to strict screening techniques and procedures while conducting human screenings.
- Edited drafts created from speech recognition software.
- Provided diverse clerical support to business personnel.
- Accepted dictated notes and produced professional documents with outlined information.

EDUCATION

JUNE 2010

H.S. DIPLOMA, MADISONVILLE HIGH SCHOOL

ASSOCIATES, BLINN COLLEGE

ASSOCIATES, LONE STAR COLLEGE

ASSOCIATES, WAYLAND BAPTIST UNIVERSITY

SKILLS

- Safety Courses
- OSHA Standards and Codes
- Conflict Resolution
- Safety and compliance inspections
- Risk management
- Training and mentoring
- Project organization
- Problem resolution
- Process improvement
- Supervision
- Team management
- MS Office

CERTIFICATIONS

- First Aid/CPR Certified
- Notary
- FEMA
- OSHA
- Collateral Duty Safety Officer

EXCELLENT REFERENCES AVAILABLE UPON REQUEST