

Maridel Aldana

maridel00@yahoo.com



C: (361)446-0734



6822 Terra Rye, San Antonio, TX 78240

Professional Summary

Intermediate experience in occupational health and safety, yet highly motivated and passionate about employee health, safety and team development. Offers excellent communication with a desire to support and enforce a strong safety culture in prospective company. Seeking an educational and challenging role in EHS within a well-established organization.

Education

Bachelor of Science: Public Health: Epidemiology and Disease Control, 2017
The University of Texas at San Antonio

Certifications

- Certified Safety and Health Official (CSHO)- Texas A&M Extension Services (General Industry)
- Public Sector Safety & Health Fundamentals Certificate from OSHA Training Institute (OTI) General Industry
- OSHA 30 HR Training- General Industry

Skills

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| <ul style="list-style-type: none">• Proficient in Microsoft Office• Independent and Highly Dependable• Detail Oriented analytical skills• Documenting and Reporting• Good written and verbal communication (bilingual) | <ul style="list-style-type: none">• Resilient and able to prioritize work• Efficient and Organized, quick learner• Able to understand and interpret OSHA Standards• Genuinely care for safety and wellbeing of coworkers |
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Work History

Safety Administrative Assistant, 06/2018 to present
TAS Commercial Concrete – Jarrell, TX

- Assist and promote corporate safety initiatives to create a safety-first culture.
- Responsible for documenting and creating awareness of safe work practices.
- Track and coordinate safety training and reports. Coordinate annual respirator fit testing and retraining as necessary.
- Manage and monitor workers compensation claim process; assist in reducing loss of work time for employees, partner with case managers, and verify employees are following doctor recommendations including attending appointments.
- Communicate with supervisors about employee status and limitations when returning to work
- Conduct new hire orientation training and drug screening
- Train crew leads on JHA and operator report submitting
- Order, maintain, and distribute personal protective equipment inventory to site superintendents
- Assist operations in preparing necessary jobsite submittals, including; safety plans, safety programs, safety data sheets, crew training, signage and HAZCOM labels.
- Verify supervisors are submitting JHAs, toolbox talks, operator reports, and COVID-19 logs.
- Assist in planning Annual Safety Barbecue
- Conduct jobsite safety audits and communicate hazards to onsite superintendent or foreman.
- Conduct and participate in accident/ incident investigations, reporting and incident reviews.
- Assist other departments IT, HR, and the education department when necessary.

Receptionist, 08/2015 to 09/2017

Kindred Hospital San Antonio – San Antonio, TX

- Interacted with vendors, contractors, and professional services personnel to receive orders, direct activities and communicate management instruction.
- Answered inquiries and addressed, resolved or escalated issues to management personnel to ensure client satisfaction.
- Monitored and screened visitors to verify accessibility to inter-office personnel.
- Received and routed business correspondence to correct department or staff member.
- Provided clerical support to company employees, including copying, faxing and file management.
- Aggregated and prepared documentation and reports for office, distribution, and filing.
- Directed guests and routed deliveries and courier services.
- Answered and managed incoming and outgoing calls while recording accurate messages.
- Communicate initial alarm in event of emergencies
- Assist Medical Records Department with organizing of medical reports for final submittal of patient discharge
- Assist Purchasing Department in coordinated office and medical inventories by restocking supplies and placing purchasing orders.

..... **Internship Work**

Intern Epidemiologist - San Antonio Metropolitan Health District

- Conduct investigation of communicable disease cases in the City of San Antonio in order to control outbreaks and prevent the spread of disease