

**Terry Smithson**  
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## **DIRECTOR OF EMERGENCY AND DISASTER MANAGEMENT**

**Emergency Management** professional with proven success in emergency and crisis management and implementation. Adept at communicating complex crisis management strategies and procedures to professional and non-professional personnel. Expertise includes:

- Analytical and investigation skills
- Terrorism awareness
- Ability to handle security and life safety situations
- Knowledge of Occupational Health and Safety Administration (OSHA) guidelines

### **PROFESSIONAL EXPERIENCE**

**Safety, Security and Environmental Manager** August 20xx to Present

Kraft Foods Group, Glenview, IL

- Prepare plans that outline operating procedures to be used in response to emergencies and disasters
- Consult with department managers on emergency preparedness practices and troubleshoot specific issues in their locations
- Develop liaisons with community agencies to facilitate plan development, response effort coordination and exchanges of personnel and equipment
- Organize disaster exercises to ensure teams are in compliance and response ready according to procedures
- Prepare and submit annual budget and negotiate contracts for safety, security and environmental expenses

**Public Safety Coordinator** February 20xx to July 20xx

AMC Medical Community Center, Schaumburg, IL

- Performed security and safety related functions involved in the safeguarding of faculty, staff, patients, visitors and property
- Responded to emergencies by requesting emergency assistance, obtaining necessary information and notifying appropriate personnel to give nature and location of incident
- Evacuated individuals from dangerous areas and secured buildings and areas in disaster situations
- Patrolled entire center for fire and safety hazards and reported unusual conditions and malfunctioning equipment
- Assisted in conducting fire and other security drills

### **EDUCATION**

Harper College, Palatine, IL

**Associate in Applied Science,  
Emergency and Disaster Management Degree**