

Terry Smithson
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OBJECTIVE

Seeking position as **Director of Emergency and Disaster Management**

PROFESSIONAL EXPERIENCE

Safety, Security and Environmental Manager 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 20xx to 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

COMPUTER SKILLS

Microsoft Word, Excel and PowerPoint

EDUCATION

Harper College, Palatine, IL
Associate in Applied Science,
Emergency and Disaster Management