Alita Suarez, CRSP

[http://www.noknok.tv/wp-content/uploads/2011/12/linkedin-logo.jpg](http://www.google.ca/url?sa=i&rct=j&q=linkedin+logo&source=images&cd=&cad=rja&docid=0OgqoLAHg6jI5M&tbnid=8OsdZ13SI76S4M:&ved=0CAUQjRw&url=http://www.noknok.tv/2011/12/07/nokia-lumia-800-tutorial-how-to-set-up-your-linkedin-account/&ei=A0hbUaHPD9Sj4AOHoYGICg&bvm=bv.44697112,d.dmg&psig=AFQjCNE5mVID2isr1mxS-nhbmLUo7n6hOA&ust=1365023073584296) http://ca.linkedin.com/in/alitasuarez ◾ 416.555.5555 ◾ alitasuarez@gmail.com

Safety professional

A strategic, disciplined, self-motivated and knowledgeable Safety Professional who sets high standards. Recognized for outstanding innovative, interpersonal and decision-making skills. A demonstrated track record of delivering results through a "hands-on" team approach. Significant achievements in training and education programs, and an established reputation within the safety industry. Experienced in both food and retail services; with capabilities in support as well as operational roles.

Areas of Expertise

HEALTH & SAFETY

National Manager for OHS programs for two companies over a five-year period. Managed national claims and return to work team.

* Conducted regular safety inspections and advised management on how to take corrective actions as needed. Conducted follow-up investigations with management on accidents and claims and followed through on corrective actions and root cause analysis.
* Provided guidance to employees and management through training, consultation and implementation of Health & Safety policies.
* Assisted in the writing of the Ontario Safety Association Joint Health & Safety Committee Certification program.
* Encouraged a safety focused culture, ensuring OH&S was considered in current processes and future plans.

FOOD SAFETY

National Director for a team of Food Safety Specialists.

* Delivered programs, monitored compliance and developed action plans to address scorecard and audit gaps. The team provided coaching and feedback to local managers and staff in order to continuously improve the execution of Food Safety standards, practices and regulatory requirements.
* Completed small vendor audits. Ensured that Food Safety issues were managed proactively and resolved at the local level. Also responsible for recall management in the region.
* Utilized experience to help the engineering department on renovations and new construction to ensure safety codes were met.
* Met frequently with all levels of regulatory affairs including local health boards, the provincial government and the CFIA.
* Recognized for assistance in the creation and writing of the corporate Food Safety Manual and program, that was accepted and placed into use across all of North America, led to the position of Director of Quality Assurance.
* Achieved mandate to establish a new department and build a culture of Food Safety across Canada for over 1,800 foodservice establishments and 30,000 employees in various institutions including healthcare, educational, business and industry facilities.
* Collaborated with Purchasing on Vendor approvals and all other departments to reduce risk.
* Worked directly with all levels of government to ensure compliance and collaborated with other organizations to ensure the products received and sold were of the highest safety standard.

Career History

ABC Inc. 20XX – 20XX

Company Description

Director of Food Safety

ABC Ontario is part of Canada’s second largest grocery retailer, with over 300 stores representing five brands across the province and three Retail Support Centres. Responsible for ensuring that all Food Safety programs were effectively executed at the store and warehouse level.

XYZ Canada 20XX – 20XX

Company Description

Director of Quality Assurance (20XX – 20XX)

Total oversight for Food Safety at large-scale catered events such as World Youth Day 20XX and the Canada Hockey House at the Olympics in 20XX.

Manager of Human Resources and Training (20XX – 20XX)

Administered and coordinated policies and programs including the recruitment of personnel, training and development, compensation, benefits, Health & Safety, employee services and other activities needed to carry out the human resources objectives and programs for the multiple restaurants located at ABC International Airport and operated by Group Canada.

Manager of Health & Safety (20XX – 20XX)

Facilitated and administered a comprehensive Health & Safety Management Program across all levels of the company throughout the country.

Education & Professional Development

B.S.C., University Name, City, 20XX

Obtained CRSP in 20XX

Volunteer & Community Service

Teach ESL, local high school 20XX – Present

Board Chairman, Ontario Service Safety

Awards

Health & Safely Awards, 20xx, 20xx, 20xx