



Leticia Acosta

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SAFETY DIRECTOR

An accomplished, reliable Safety Professional with years of experience developing, implementing and administering Safety programs. Success leading Safety operations for a high-growth organization, implementing and monitoring compliance with Safety management systems, plans, policies, and procedures. Instrumental in conducting and participating in systematic hazard identification, high-level risk evaluation, and management during projects and operations. Well-versed in incident/accident investigation procedures and legal liabilities. Demonstrated ability to perform audits and inspections per Safety monitoring plans and provide reports to the senior management team. Excellent logistics coordination expertise. Fluent in English and Spanish.

LEADERSHIP IMPACT

- **A Safety strategist with an entrepreneurial mindset** and a contemporary approach to solving diverse business problems through innovation, scalability, and reliability.
- **A results-driven, decisive leader** who is highly skilled at building stakeholder relationships, managing change, developing measurable procedures, and counseling/developing individuals and teams.
- **In-depth expertise in Safety process optimization**, security and governance, business continuity, and leading projects through the complexities of varying priorities and agendas.

SIGNATURE COMPETENCIES

Safety Performance Measurement
 Communication
 Cross-functional Collaboration
 Logistics Management
 Fiscal Management

Safety Audits & Inspections
 Relationship Building
 Project Management
 Safety Training Programs
 Operations Management

Hazardous Waste
 Process Improvement
 Regulatory Compliance
 Leadership
 Business Development

PROFESSIONAL EXPERIENCE

Rocky Mountain Recycling, Commerce, City, CO

Jun 2010 – Present

Director of Safety

- ▶ Stepped into the safety role with a high rate of OSHA recordables; built a safety training program in both English and Spanish; cut OSHA recordables by 63% in two years.
- ▶ Faced an employee workforce with an inferior safety culture; began the company's first Safety committee; went from 0% advocacy for safer work conditions to 80% near miss, potential hazards, and incident reporting.
- ▶ Supports specific project needs and ensures that best practices are implemented, safety compliance requirements are met, and improved safety culture and performance are delivered.
- ▶ Identifies and evaluates worksite hazards and implements controls to eliminate those hazards.
- ▶ Functions as a point-of-contact for safety-related worksite matters and provides safety guidance.
- ▶ Performs Safety Audits; lowered the injury rates year-over-year.
- ▶ Develops Corporate Safety Plans; writes job hazard analysis and health and safety plans.
- ▶ Reduced TRIs (Total Recordable incidents) by implementing increased situational awareness measures and hazard assessment protocols.
- ▶ Ensures the company complies with all regulatory requirements.
- ▶ Created 12 different OSHA training classes, provided in both Spanish and English; developed company Cashiers Training Manual; reduced company turnover by 70%.
- ▶ Driven to ensure a safe workplace through systematic awareness of surroundings, proper tool use, communication, and consistent training.

- See More on Page Two -

Logistics Management

- ▶ Manages the entire budgeting, sales, receivables, business development, and daily operations of a large, complex recycling line of business for one of the largest recycling operations in Colorado.
- ▶ Instrumental in managing 50+ domestic and international contracts monthly, including customer communication systems, contract changes, delivery scheduling, accounts payable and accounts receivable.
- ▶ Directs the scheduling, control, and delivery of 650+ contracts annually for domestic and international export shipments by road and water.
- ▶ Achieves monthly goals of 1200 net tons shipped 100% of the time, never missing company targets.
- ▶ Proactively tackles company improvement initiatives, significantly improving company performance.
- ▶ Schedules and dispatches company fleet of five trucks.
- ▶ Accountable for managing company international import processes, developing monthly sales and inventory reports, material approvals, truck and container charge scheduling,
- ▶ Approves financial processing totaling over \$100K monthly.
- ▶ Created a step-by-step logistics and shipping manual for one-on-one interactions between office employees and consumers, office employees and contractors, and office employees and yard personnel.
- ▶ Collaborated with senior leadership to revise and update the company Discipline Policy Manual and practices, along with creating and delivering management leadership training.

Insurance Auto Auctions, Denver, CO

Jun 2009 – May 2010

Customer Service/Account Representative

- ▶ Primary focus was on the Vehicle Remarketing Division Accounts for the Colorado territory.
- ▶ Finalized negotiations, auction preparation, sales documentation, and processing of sales records.
- ▶ Worked directly with large insurance companies in the disposal and resale of vehicles.
- ▶ Accountable for collecting and processing large amounts of cash/non-currency payments, averaging \$180K daily.
- ▶ Tasked with increasing sales of vehicles deemed unsellable in auto lots via auto auction; analyzed vehicle inventory to identify key selling points to draw in buyers.
- ▶ Broadened target market and brought in a higher number of customers; increased sales by promoting overall auction services.
- ▶ Implemented a customer account note-taking process for every transaction between a customer and an auction employee; increased quality of customer interactions and the relationship between the company and customers.

EDUCATION & CERTIFICATIONS

Bachelor of Arts Degree, Business Management – Metropolitan State University of Denver
Certified Occupational Specialist – Colorado Safety Association
High-Risk Youth Certificate (*in progress*)

TECHNICAL PROFICIENCIES

Microsoft 365: Word/PowerPoint/Excel/Outlook