

Shelby Haven

Aurora, CO 80013

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Construction worker and Office Administrator with 8+ years of experience with multi-million dollar projects. Aspiring to apply my deep knowledge of construction equipment, techniques, and safety guidelines to successfully serve as an assistant project manager or safety manager on your team. Possess OSHA 30, Valid License and willing to undergo all training needed.

Authorized to work in the US for any employer

Work Experience

Project Safety Manager

Dynamis Demolition - Denver, CO

October 2021 to Present

- Provide reports on progress, risks to delivery, and overall performance metrics for the Program Management function
- Performs job site analysis, determine employee exposure, and institute safe work procedures
- Develops and conducts onsite training
- Develops and implements action plans as necessary to mitigate risks
- Define and maintain standards of the Safety Program project management process
- Develop and execute health and safety plans in the workplace according to legal guidelines
- Provide oversight of Occupational Safety programs including performing safety audits and inspections
- Recommend solutions to issues, improvement opportunities or new prevention measures
- Provide consultation relative to Occupational Safety
- Investigate accidents or incidents to discover causes and handle worker's compensation claims
- Prepare and enforce policies to establish a culture of health and safety
- Conduct training and presentations for health and safety matters and accident prevention

Construction Materials Tester

Terracon Consultants Inc - Arvada, CO

February 2021 to July 2021

- Recorded and documented test results to compare to expected results.
- Conducted testing and load testing to identify specific action and functional code.
- Maintained data integrity standards for organizational concerns and non-conformance issues.
- Learned new testing methods through continued education and research.
- Calibrated products to match design and operational specifications.
- Noted changes during testing in project documentation.
- Discussed quality standards with higher personnel to determine appropriate methods for meeting guidelines.
- Executed routine tests according to company procedures.

PCA Personal Care Assistant

SAFE HOMECARE - Denver, CO

January 2020 to January 2021

- Provided in-home care to elderly and disabled patients, including companionship, personal care, transport, and homemaking.
- Maintained 97% client reviews for efficiency and compassion.
- Transported clients to shopping, appointments, movies, and other outings while preserving 100% clean driving record.
- Received 6 personal letters from clients and family members praising my meal preparation for quality and nutrition.
- Provided daily care to 40+ residents in upscale senior-living facility.
- Used time-management to handle 15% more clients than average.
- Commended 3x by manager for good patient handling skills.
- Promoted 4 months after hiring for efficiency and dedication.

Waterproofer

NPW - Englewood, CO

July 2019 to January 2020

- Recommended techniques to weatherize doors and windows to boost home energy efficiency and lower electricity costs.
- Cut roofing paper to size and nailed and stapled paper to roof in overlapping strips to form base for roofing materials.
- Repaired and maintained surface materials to make building exteriors weatherproof and waterproof.
- Overlapped successive layers of roofing material, determining distance of overlap using chalk line, gauge on shingling hatchet and lines on shingles.
- Cemented and nailed flashing strips of over joints to achieve watertight seals.
- Resolved both technical and contractual issues in constructive, positive manner.
- Planned, organized and oversaw daily activities of multiple production crews.
- Mopped and poured hot asphalt and tar onto roof base while applying asphalt and tar and gravel to roof.
- Juggled multiple projects and tasks to ensure high quality and timely delivery.
- Prioritized and organized tasks to efficiently accomplish service goals.
- Demonstrated self-reliance by meeting and exceeding workflow needs.
- Worked closely with team members to deliver project requirements, develop solutions and meet deadlines.

Security Guard at Denver International Airport

HSS Security - Denver, CO

March 2017 to June 2019

- Followed established security and safety procedures and posted orders to include enforcement of company rules, policies and regulations.
- Wrote reports outlining thefts, unauthorized access violations or other unusual occurrences to help support later criminal or civil actions.
- Secured personnel and premises by inspecting buildings, patrolling property and monitoring surveillance cameras.
- Warned persons of rule infractions or violations and evicted violators from premises.
- Surveyed multiple CCTV feeds to keep close eye on important areas of buildings and grounds.
- Protected entrances by scanning individuals and bags via manual, wand or x-ray machinery.
- Triaged problems quickly and provided precise and clear information while working under minimum supervision.
- Collaborated with local law enforcement agencies to support criminal investigations.

· Acted as first-responder for medical emergencies, incoming calls and code red situations prior to arrival of paramedics and law enforcement.

Education

Construction Courses

Colorado Home Building Academy - Denver, CO
October 2020

Grand Mesa High School
July 2016

Carpentry and Concrete Masonry

Pine Ridge Job Corps

Skills

- Standard operating procedures understanding
- Safety behaviors expertise (5 years)
- Materials handling (5 years)
- Troubleshooting (3 years)
- Organization (5 years)
- Working collaboratively (8 years)
- Microsoft Office (10+ years)
- Relationship building (5 years)
- Customer service (10+ years)
- Problem resolution (9 years)
- Leadership (4 years)
- Communication (10+ years)
- Collaboration (5 years)
- Team management (5 years)
- Planning
- Hand tools (8 years)
- Blueprint Reading (3 years)
- Security
- Woodworking (1 year)
- Quality Assurance
- Computer skills (10+ years)
- Construction (8 years)
- Mechanical Knowledge
- Automotive Diagnostics
- Carpentry

- Microsoft Outlook
- Communication skills
- JD Edwards
- Computer literacy
- Accounts receivable
- Microsoft Excel
- Accounting software (2 years)
- Contracts (2 years)
- Office Management (4 years)
- Management (5 years)
- OSHA (7 years)
- Safety plans (2 years)
- Project management (3 years)
- Project planning (3 years)
- Decision-making (8 years)

Languages

- Spanish - Intermediate

Certifications and Licenses

Basic CPR and First Aid

OSHA 10

OSHA 30

Ladder Safety

Present

Blueprint Reading

Present

Hand tool trained

October 2016 to Present

AED Certification

Occupational Safety and Health Administration

Present

OSHA 510

Present

Will be taking the course

Heartsaver First Aid CPR AED

Present