



DESTINY BLASINGAME

Profile

- As a results-oriented administrative assistant/EHS technician I am skilled in developing and implementing EHS programs, conducting risk assessments, and providing on-site training and education to employees. I can demonstrate the ability to recognize and mitigate environmental hazards, effectively manage hazardous materials, and improve workplace safety. I conducted regular safety audits and inspections to ensure compliance with OSHA regulations and identified areas for improvement. Led emergency response drills and training sessions, improving employee preparedness for potential accidents or disasters. Collaborated with cross-functional teams to investigate incidents, identify root causes, and implement corrective actions. Developed and implemented safety policies and procedures to ensure compliance with industry standards.

EXPERIENCE

CAREGIVER

Alabama Home Care Specialists

2022 - 2023

- Maintains a clean, safe, and orderly environment; performs general housekeeping.
- Assists with daily living activities, including hygiene.
- Maintains records and assists with medication.

RECEPTIONIST/EHS TECHNICIAN/COVID COORDINATOR

Polaris Industries

2016 - 2021

- Composed professional emails and documents using MS Office, providing a foundational layer of communication and documentation for the whole organization.
- Analyzed departmental records, prepared extensive reports and devised innovative solutions to meet organizational goals.



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475 County Road 121
Moulton, AL 35650

EDUCATION

GENERAL EDUCATION DEVELOPMENT DIPLOMA

Calhoun Community College

2008 - 2008

BACHELOR OF HUMAN RESOURCE MANAGEMENT

Southern New Hampshire University

2023 - Present

SKILLS

- Written and Verbal Communication
- Multitasking
- Organizational Skills
- Problem Solving
- Critical Thinking
- File and Database Management
- Customer Service
- Data Entry
- Time Management



DESTINY BLASINGAME

EXPERIENCE

- Streamlined office operations by effectively managing the reception desk, ensuring prompt and courteous responses to inquiries and directing calls to the relevant departments.
- Collaboratively prepared executive correspondence, reports, and other documents for numerous meetings
- Researched and recommended cost-effective supplies that resulted in a 35% cost savings for the organization; ordered supplies for the facility.
- Edited documents, videos, and graphics for presentations that met client expectations and demonstrated understanding of task outcome
- Implemented mailbox management system that improved incoming mail sorting and routing accuracy by 25%.
- Established protocols and procedures for workplace maintenance and IT support, leading to improved efficiency
- Facilitated on-boarding process for new staff members and revised company operations manual with up-to-date regulations and policies.

ACHIEVEMENTS

Employee of The Month

August 2023

SKILLS

- Google Office Suite
 - Microsoft Office Suite
 - CPR and AED
 - Safety Audits
 - Environmental Compliance and Monitoring
 - Telephone Etiquette
 - Safety Inspections
 - Sharepoint
 - Microsoft Teams
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LICENSES / TRAINING

- Risk Assessment and Accident Investigation
- Emergency Response and Hazard Recognition
- Hazardous Waste and Storm Water
- LOTO and Fall Prevention
- Fire, PPE, Respiratory, and Noise Compliance