

# Helen Jones

## Risk consultant CV template

### AREAS OF EXPERTISE

*Risk workshops*

*Writing and preparing safety cases*

*Performing audits*

*Compile risk assessment reports*

*Training staff*

*Designing risk management procedures*

### PROFESSIONAL

*NEBOSH Diploma*

*CMIOSH*

### PERSONAL SKILLS

*Flexible attitude*

*Communicating skills*

*An eye for detail*

*Fluent in German*

*Problem solving*

### PERSONAL DETAILS

*Helen Jones  
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Birmingham B18 6NF*

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### PERSONAL SUMMARY

A experienced professional with over 3 years invaluable experience of risk management along with implementing and improving agreed project methodologies and procedures. A motivated team player with extensive health & safety skills, leadership abilities and able to assemble and manage multi discipline project teams. Able to utilize various analytical procedures to identify internal problems a business may have, possible corporate threats, and potential financial losses. Possessing real drive, a willingness to succeed and a positive, proactive approach.

Seeking to develop a career in the Health & Safety industry. Currently looking for a suitable position with a company that provides potential to grow and develop.

### WORK EXPERIENCE

#### *Health & Safety Consultancy*

RISK CONSULTANT Mar 2008 – Present

Working out of a office, supporting a range of clients, providing high quality, client focused H&S advice and assistance. Also involved in developing new business, and promoting value adding relationships with existing clients.

#### *Duties:*

- Advise clients regarding legislative compliance.
- Ensuring that corporate policies adhere to governmental regulations.
- Technical report writing.
- Managing internal controls to ensure they are functional and adequate.
- Carrying out compliance audits.
- Provide support for incident investigations.
- Reviewing operational procedures and guidelines.
- Managing and participating in a diverse array of safety studies.
- Taking ownership and responsibility for service delivery to clients.
- Carry out client facing and service delivery activities.

### EXPERIENCE AND KEY COMPETENCIES

- Ability to work in a safe and efficient manner.
- Implement the overall risk management process for an organisation.
- Excellent communication and technical skills.
- Safety reports and their supporting hazard, risk and consequence assessments.
- Experience in building surveying and an understanding of building construction.
- Highly organised with good planning skills & ability to meet strict deadlines.
- Safety Management System (IMS) development experience.
- Can explain ideas clearly and have strong negotiating skills.
- Familiar with a wide variety of hazard identification and hazard analysis techniques.
- Target driven with unlimited amounts of energy and enthusiasm.
- Able to work under pressure and accept responsibility.

### ACADEMIC QUALIFICATIONS

BSc (Hons) Disaster Management  
*Nuneaton University 2005 - 2008*

A levels: Maths (A) English (C) Business Studies (A)  
*Coventry Central College 2003 - 2005*

REFERENCES - Available on request.

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