

LEA A. KEIFFER

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Highlights of Qualifications

- ...Experienced office worker and supervisor; successful in administrative support and training
- ...Self-motivated with ability to prioritize work and get accomplished results
- ...Works well in a fast-paced environment and can multi-task to meet tight deadlines
- ...Energetic self-started with strong communication skills; works well in a team environment
- ...Detail-oriented and multi-tasker; a creative problem-solver who adapts to changing demands
- ...Skilled working with: Word, Excel, Power Point

Experience

Office Administration and Support

- ...Provided administrative support and training for Safety and Human Resources
- ...Performed background checks on applicants and reviewed applications for approval
- ...Performed employee and driver orientation and trained new personnel on databases and system programs
- ...Notified insurance company of initial accident claim and followed up on claim progress
- ...Investigated accidents and documented findings based on information from all parties
- ...Lead person on Accident Review Committee to determine preventability of accidents and counseled drivers if accidents were deemed preventable
- ...Maintained employee referral bonus program, driver safety award program, and driver turnover rate
- ...Conducted Safety Meetings to re-educate and inform drivers and employees of any changes to the Department of Transportation regulations
- ...Responsible for maintaining Department of Transportation pre-employment and random drug/alcohol screen program
- ...Recorded all OSHA related accidents on 300 form and maintained all records relating to workers' compensation accidents
- ...Collected, organized, and analyzed data into report format
- ...Utilized databases to organize and maintain company records
- ...Coordinated and maintained database improvements and necessary modifications based on organizational needs
- ...Performed administrative tasks utilizing PowerPoint, Word and Excel

Achievements

- ...Streamlined background checks on applicants to create a quicker turnaround time. Turnaround time became 3 days rather than 6 days.
- ...Developed a more efficient new hire process. Created a check list of processes and updated the list when processes changed or needed to be added.

...Implemented and self-trained on logging program used daily in the department. Also responsible for training personnel.

...Responsible for handling three Department of Transportation audits. All audits were given a satisfactory rating, which kept the company running its day to day operations.

Employment History

Administrative Assistant – 2009 to current
Mesler Music, Columbus, OH

Safety Supervisor – 2003 to 2009
TRANSInternational System, Inc, Columbus, OH

Safety Assistant –1996 to 2003
TRANSInternational System, Inc, Columbus, OH

Education

Columbus State Community College, Columbus, OH
Associate of Applied Science / Paralegal

References available upon request