

JEFF JENKINS

6610 Country Ridge Ave. * Austintown, Ohio 44515

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HIGHLIGHTS OF QUALIFICATIONS

- Over thirty years experience in the transportation industry performing the following:
Administration Employee Service Training Human Resources
Supervision Safety Meetings Budgets
 - Resourceful and detail-oriented; skilled problem-solver and multi-tasker
 - Effectively balance employee needs with company policy
 - Ability to organize and complete projects
 - Warehouse experience including forklift operation and training
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RELEVANT EXPERIENCE:

SAFETY/TRAINING

- Monitor hiring procedures and background checks.
- Conduct Safety meetings, Training and new hire orientation.
- Safety contests to include motivating employees to participate in safety programs.
- Safety incentive programs.
- Thorough knowledge of DOT, OSHA, CSA and HAZMAT regulations.
- Excellent communication skills.
- Microsoft Word, Excel, Power Point, AS-400 and TMW.
- Instructor for Smith System (Defensive Driving)

RECRUITING

- Qualify and hiring of company drivers and owner/operators.
 - Use of recruiting services and internet.
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WORK HISTORY

2010-Present PI&I Motor Express Inc., Masury, OH
Safety Director & Risk Manger

2007-2009	Container Express Inc., Solon, OH Director of Safety & Recruiting
2006-2007	Reserve Transportation/Roadlink, Solon, OH Safety Director & Risk Manger
1993-2006	Falcon Transport, Youngstown, OH Safety Director
1989-1993	Dart Transit, Eagan, MN Recruiter
1985-1989	Film Transit, Bedford, OH Safety, Recruiting, Loss Control
1983-1985	Pioneer Transportation, Hurlock, MD/Warren, OH Safety & Recruiting
1978-1983	Sawhill Tubular Division of Cyclops Corp., Sharon, PA Transportation Supervisor

EDUCATION

Associate Degree in Transportation: Youngstown State University, Youngstown, OH

Defensive Driving Course: Cleveland Safety Council, Cleveland, OH

Loss & Damage Claims Certificate: Advanced College of Traffic Chicago, IL

Decision Driving Seminar: Liberty Mutual Insurance, Youngstown, OH

Annual TCA Safety Conferences: Various Locations

COMMUNITY SERVICE

Coached boy's baseball and soccer and girls softball for 18 years

President Boys Soccer Program JFK High School Warren, OH 3 years

Member All Sports JFK High School Warren, OH 11 years

Trumbull Traffic Club Youngstown Traffic Club