

# ALAN GRAHAM

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651 Pine St. Kamloops, British Columbia, V2C 2Z6 250-682-0150  
4\_grahams@telus.net

To whom it may concern:

Thank you for taking the time to review my resume. For the last five years I have worked as a Medic and Safety consultant on several construction sites including the Northwest Transmission project. Most recently I have been working as a Construction Safety Officer on an 70 unit seniors retirement home. My work on this project included conducting regular meetings with trades to discuss safety issues and finding ways to correct those issues. As well as the safety aspects of my job I worked hand in hand with the site Superintendent overseeing quality control and problem solving issues as they would arise. For the last two months of the project I was tasked with overseeing the final stages of the project, replacing the Superintendent who had moved on to another project. During that time I was responsible for overseeing all aspects of the project, which included ordering materials, ensuring that the trades had everything they needed when they needed it, arranging work schedules for the trades and meeting strict deadlines for completion. I have 16 years experience working as a props master and department head for Western Canada Theatre and as such I have a very wide ranging skills set. I am intelligent, creative, trustworthy, and have strong problem solving skills as well as years of practical experience. When you hire me you will be gaining a highly skilled and motivated employee. I look forward to hearing from you.

Sincerely

Alan Graham

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## EXPERIENCE

### **Kasper Development Corp. Construction Safety Officer (08/2015-10/2016)**

103-8030 Enterprise Drive. Chilliwack, British Columbia

Responsible for the enforcement of the Health Safety Management Plan within all safety areas, and act as the project's primary safety representative.

Responsible for identifying and controlling potential health and safety hazards and liaising with trades to ensure a safe working environment.

### **Frontier First Aid Services, Medic (2014-present)**

1303 Highridge Dr. Kamloops, British Columbia

Responsible for the health and safety of workers in remote locations, provide emergency medical care, prepare daily Safety Tailboards and Field Level Hazard Assessments.

### **Canruss Medical and Safety Services, Medic (2012-present)**

12923 14a Ave. Surrey, British Columbia

Responsible for the health and safety of workers in remote locations, provide emergency medical care, prepare daily Safety Tailboards and Field Level Hazard Assessments.

### **Western Canada Theatre, Head of Properties (1996-2012)**

1024 Lorne St. Kamloops, British Columbia

Responsible for the construction and acquisition of all props used in professional theatre productions. Position requires strong communication skills, teamwork skills and the ability to meet firm deadlines and budget constraints.

Head of properties is a very creative position that requires strong problem solving skills and the ability to think outside of the box.

### **Rhino Graphics, Owner/graphic Artist (1994- 1999)**

651 Pine St. Kamloops, British Columbia

Responsible for the creation and delivery of logos, T-shirts, brochures and other print material. Position requires strong communication and creative skills as well as the ability to meet firm deadlines and keep to a tight budget.

**Canadian National Railways, Yard Foreman/Conductor (1988 - 1992)**

Kamloops, British Columbia

Responsible for the safe operation of trains and moving cars in a safe and timely manner that responds to the customers needs.

**DIPLOMAS, CERTIFICATES & LICENCES**

**Occupational Health and Safety Certificate, 2015**

University of New Brunswick, Fredericton, New Brunswick,

**Security Worker Licence, 2015**

**Digital Art and Design Diploma, 1994**

Thompson River University, Kamloops, British Columbia, Canada.

Computer aided graphic design focusing on commercial applications.

**Kamloops Senior Secondary Diploma**

Kamloops Senior Secondary School, Kamloops ,British Columbia, Canada.

**Occupational First Aid Level 3**

**Transportation of Dangerous Goods**

**H2S Alive**

**WHIMIS**

**Bear Awareness**

**Petroleum safety Training**

**SKILLS**

Carpentry, Computer, Scenic design, Set Construction, Scenic painting,  
Graphic design, Basic electrical, Basic plumbing, Personnel Management,  
Budget Management

## REFERENCES

### **Lori Marchand**

General Manager: Western Canada Theatre.  
250 372 3216

### **Joseph Sieben**

Construction Superintendent: Kasper Development Corporation  
778 899 1905



College of  
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UNB Student # 3485396

4 May 2015

To Whom It May Concern:

This is to confirm that Alan Graham has successfully completed the Certificate in Occupational Health and Safety offered at the University of New Brunswick.

**Program completed April 2015**

COHS 3110 Health and Safety Program Basics  
COHS 3120 Fundamentals of Occupational Hygiene  
COHS 3130 Legislative Compliance and Corporate Responsibility  
COHS 3210 Management of Health and Safety Systems  
COHS 3220 Management, Leadership, and Organizational Behaviour  
COHS 3230 Risk Management and Risk Communication  
COHS 3310 Accident Causation Theory and Incident Investigation  
COHS 3320 Fundamentals of Environment Management  
COHS 3330 Fire Prevention and Protection  
COHS 3340 Ergonomics  
COHS 3410 Auditing OHS Management Systems

Please feel free to contact me should you have any questions regarding this student's status or our program.

Regards,

Micheline R. Carriere  
Delivery Support Assistant

Certificate in Occupational Health and Safety  
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