

Jasmine Okafor

Safety Coordinator

✉ jasmine.okafor@email.com ☎ (317) 555-0182 📍 Indianapolis, IN 🔗 [linkedin.com/in/jasmineokafor](https://www.linkedin.com/in/jasmineokafor)

Summary

Safety coordinator with 4 years in warehouse and distribution safety, currently covering a 650-employee fulfillment center. Runs safety training, safety audits and incident investigations, and keeps OSHA recordkeeping accurate under OSHA regulations. Organizes the safety committee and reports results to site leadership with Excel and PowerPoint.

Experience

Safety Coordinator02/2024 - Present

Crossroads Fulfillment CenterIndianapolis, IN

Third-party fulfillment center with 650 employees and 120 powered industrial trucks.

- Deliver safety training to **80** new hires a month on forklifts, ergonomics, PPE and emergency response.
- Conduct monthly safety audits across 4 departments and track 300+ corrective actions to closure in Excel.
- Investigate injuries and near misses, helping cut the recordable rate from 4.1 to 2.6 in 18 months.
- Maintain OSHA recordkeeping logs and workers' compensation files, sending reports to managers through Outlook.

Safety Technician06/2022 - 01/2024

Hoosier Cold StoragePlainfield, IN

Refrigerated warehouse with 200 employees and an ammonia refrigeration system.

- Performed daily forklift and dock inspections, logging 1,500 checks a year in Word and the safety database.
- Coordinated quarterly emergency drills, bringing evacuation time down from 9 minutes to 5.
- Presented monthly safety committee updates in PowerPoint to 12 members.
- Tested eyewash stations and fire extinguishers on schedule with 100% completion in audits.

Education

Bachelor of Science05/2022

Indiana State UniversityTerre Haute, IN

Safety Management

Skills

- OSHA Regulations
- Safety Training
- Safety Audits
- Incident Investigations
- OSHA Recordkeeping
- Excel
- Word
- PowerPoint
- Outlook
- Organizational Skills

Certificates

OSHA 30-Hour General Industry

03/2023

OSHA Outreach Training Program

First Aid/CPR/AED Instructor

09/2024

American Red Cross