

# Jacqueline Kimble

Denver, CO

Cell: 303-249-0733

[jkimble3@gmail.com](mailto:jkimble3@gmail.com)

## Safety Specialist since 2018

### Education:

- Trinidad State College - Occupational Safety & Health Certificate (Planned Completion 2022), Online Program
- Emily Griffith Technical College - Construction Careers Now Certification, Denver, Colorado
- University of Kansas - Bachelor of Arts in Communications Studies, Lawrence, Kansas

### Certificates/Badging:

- OSHA 510 Occupational Safety and Health Standards for Construction
- OSHA 10 General Industry
- RMEC 123VC Digging Deeper into Construction Trenching & Excavations Hazards
- RMEC 125 HAZCOM Standard COVID 19 Safe Work Place Planning
- Labor Basics Course: Erosion Control, Introduction to Basic Rigging & Material Handling
- First Aid/CPR/AED Instructor
- Defensive Driving Certificate
- iLearn 811 Excavation
- Risk Management
- DEN Security Clearance Badge (Denver International Airport)

### Computer Skills:

- Microsoft Office 365 Suite & Google
- Database Management
- Adobe Acrobat DC & Adobe InDesign
- Training/Webinars
- Electronic Communication

### EXPERIENCE:

#### Construction Careers Now, Denver, Colorado

1/2021 - Present

- OSHA 10 Proctor

#### Ludvik Electric Company, Lakewood, Colorado (Electrical Contractor)

11/2018 - 10/2020

##### Safety & Training Specialist

- Taught 100+ New Hire Orientation Classes (Ladders, Fall Protection, GHS/Hazard Communications, etc.)
- Used Engineering & Administrative Controls to Eliminate Hazards
- Conducted On-Site Safety Inspection on Denver Airport Job Site
- Discussed with Project Managers, Field Employees & Management Safety Guidelines
- On-Site Implementation of a Surprise Substance Abuse Test for 75+ employees
- Reviewed Incident Investigation Reports Submitted to Safety Department
- Represented the company at AGC Safety Council, OSHA & Rocky Mountain Education Center Training
- Performed Construction Case Management with Workers Compensation & Occupational Health Clinics
- Reviewed Site-Specific Safety Plans
- Provided OSHA/Department of Labor Updates to Subcontractors on Denver Airport Project
- Training Administrator for Field Employees (Managed Code Classes & Training Database of 10,000+records)
- Driving Administrator for 300+ employees (Managed Motor Vehicle Reports per Company Policy)

- Responsible for Maintaining & Submitting OSHA 300 Logs
- Liaison for the City of Denver Fire Alarm Licenses (Apprentice/Installer/Mass Communications, DORA for Electrical Continuing Education, & NICET Certification)
- Worked with both OSHA 29 CFR 1910 & 1926 Standards

**Drive Train Industries, Denver, CO (Heavy Duty Truck & Industrial Parts)  
Training Manager**

7/2005 - 7/2018

**Safety and Training Experience:**

- Occupational Health and Safety Administration (OHSA)
- Federal Motor Carrier Safety Regulations (FMCSA)
- Department of Transportation (DOT)
- Mobile Air Conditioning Society (MACS)
- Mine Safety & Health Administration (MSHA)
- Assisted with State & Federal Compliance Guidelines for Truck Repair Department
- Ability to Understand & Follow Safety Rules/Regulations and Update Employee Safety/Training Records
- Coordinated & Trained Store Managers/Customers on Fork-Lift Safety Requirements

**Organized Training Classes:**

**Oversaw Training of Over 1500 Students in 2017**

- Obtained Credentialed Speakers
- Formulated Agendas
- Course Administration Followed
- Certification Procedures
- Developed & Provided Safety for Heavy Duty Truck & Equipment Training in the Classroom (This Included Hands on Demonstrations, Class Outlines, Presentations, Handouts, Tests, Design Exercises)
- Provided Safety Awareness to Visitors on Site

**Professional Affiliations:**

- American Society of Safety Professionals (ASSP) - Volunteer (Scheduling Presenters) and Member
- Associated General Contractors (AGC) - Safety Council

Dear Hiring Manager,

It is my pleasure to strongly recommend Jacqueline Kimble for a position at your company.

I am Rick Goodwin, Safety Manager for Ludvik Electric in Phoenix, Arizona. Over the past two years I have had the privilege to work with Jacqueline both remotely, and onsite at the Denver Corporate Office. I met Jackie for the first time last October while in town for an NFPA 70e class. I spent the next 3 days at the corporate office, reviewing and observing her new hire safety training classes. I was more than impressed with her natural ability to build relationships with people, and then deliver her knowledge in safety and company policy to the employees. A safety professional with these skills is both an asset to any company, and a hard find in today's workforce. Since my visit and return to Phoenix, we decided to use Jackie's New Hire Training platform for our employees here and have been using this ever since!

Working remotely, Jackie has been a huge help to the Phoenix office. In Phoenix, Ludvik specializes in Industrial Electric construction and maintenance of water treatment facilities, wastewater facilities, pump stations, etc. Jacqueline has played a major role in uploading and maintaining any safety training that we do. With over 100 employees, this is no easy task, yet Jackie has been very proficient and adept at assuring that each employee's training records are reviewed for accuracy, and their training is up to date. In the safety world, training records and documentation play a vital role in ensuring that you are in compliance with your own policies / procedures.

Jackie also helped ensure that our employees were in compliance with our company driving policy and authorized to operate company vehicles. Again, Jackie was very proficient and notified me any time there were any changes with an employee's driving records. In closing, Jacqueline has been a great asset to our company, and I am sure she will be to yours also.

If you need more information of specific examples, please do not hesitate to contact me at the number or email below. As a recommendation letter only provides a snapshot of Jacqueline's talents and achievements, I would be happy to further elaborate on my time working with her.

Sincerely,

Rick Goodwin  
Safety Manager  
Ludvik Electric  
(602)-509-1027