

# CASSIE MERRYMAN

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To obtain a detailed oriented leadership position where I can prove my skills of organization, commitment and follow through.

## EDUCATION

DECEMBER 2017

**B.S. IN SAFETY MANAGEMENT**, SLIPPERY ROCK UNIVERSITY

Graduate Safety Practitioner, Associate Safety and Health Manager

## EXPERIENCE

NOVEMBER 2019 – TO PRESENT

**SAFETY AND HUMAN RESOURCE MANAGER**, FREEPORT TRANSPORT INDUSTRIES, INC.

- Reorganized and recertified HANDS safety committee, facilitating monthly meetings
- Recruit, hire and orient all new hires prior to entering them in to HRIS, Omnitrac's Elog and payroll systems
- Managed all employee benefit enrollments through Employee Navigator as well as benefit renewal negotiations
- Processed all new equipment purchase paperwork, including notary work
- Reported and processed all equipment insurance claims with a 94% success rate of collecting damage costs
- Monitor driver hours of service, training logs, safety bonus parameters, as well as OSHA 1910 General Industry standards for shop operations
- Analyze and report IFTA quarterly reports, 2290 reporting, New York HUT reporting, PUCO renewal, OSHA 300a reporting

AUGUST 2018 – NOVEMBER 2019

**HUMAN RESOURCE DIRECTOR**, QUALITY LIFE SERVICES/QUALITY PHARMACY, CHICORA

- Recruit nursing and ancillary staff through Indeed, Facebook, Monster, and job fairs
- Onboard and orient all new hires, while auditing employee files to maintain compliance with DOH, DOL, and IRS I-9 filing
- Conducting monthly safety committee meetings, implementing policy changes when needed
- Audit all employee timecards for an average 150 employees in two different buildings
- Send all appropriate payroll changes to corporate payroll department then file accordingly
- Manage all FMLA and union leave timelines while coordinating all paperwork

JANUARY 2018 – AUGUST 2018

**SAFETY AND HUMAN RESOURCE MANAGER**, MMC LAND MANAGEMENT

- Successfully implemented and managed a new safety program, lowering company MOD rate from **1.137** to a projected **.874**
- Tracking all IFTA, inspections and registration for all company commercial and non-commercial vehicles
- Perform incident investigations and follow up training with all levels of the company
- Providing new hire orientation as well as appropriate safety training

**NOVEMBER 2016 – JANUARY 2018**

**SAFETY AND COMPLIANCE SPECIALIST, RCMS COORDINATOR,** MODERN  
TRANSPORTATION

- The Responsible Care Coordinator holding the lead role in forming, implementing, and enforcing program policies and procedures for RCMS 14001
- Aiding in implementing ELD PeopleNet system
- Managing and auditing all driver qualification files for 24 US terminal locations
- Review accident file contents for accuracy and needed documentation
- Auditing paper driver HOS logs as well as trip fuel sheets

## **SYSTEMS**

- Omnitrac
- Quickbooks payroll
- PA Careerlink
- Indeed
- OS Microsoft Word
- OS Microsoft Excel
- Facebook Business
- OSHA Reporting