



# Jonah Ogunleye

Safety Supervisor

Safety professional with 6 years of experience performing audits, hazard identification, and OSHA 300/300A/301 recordkeeping across manufacturing and logistics operations. Raised safety documentation accuracy by 48.4% by standardizing recordkeeping templates and conducting monthly file reviews across 7 production areas. Skilled in Procore, Microsoft Excel, ISO 45001, and Job Hazard Analysis, with a background in DOT compliance and incident investigation.

## CONTACT INFORMATION



(309) 555-0111



jonah.ogunleye@example.com



Galesburg, IL 12345

## EDUCATION

B.S. Occupational Safety and Health  
Illinois State University, Normal, IL  
2016 – 2020

## KEY SKILLS

- OSHA General Industry Standards
- OSHA 300/300A/301 Recordkeeping
- ISO 45001
- Procore
- Microsoft Excel
- Hazard Identification
- Incident Investigation
- Job Hazard Analysis
- Safety Auditing
- DOT Regulations

## PROFESSIONAL EXPERIENCE

- **Safety Supervisor, Prairie Fork Manufacturing Inc., Galesburg, IL**  
2023 – Present
  - Raised safety documentation accuracy by 48.4% by standardizing OSHA 300/300A/301 recordkeeping templates and conducting monthly file reviews across 7 production areas.
  - Completed 38 safety audits per year, scheduling walkthroughs on a rotating basis and logging findings in Procore for corrective-action tracking.
  - Identified an average of 11 hazards per inspection during quarterly site walkthroughs, categorizing each by severity and assigning resolution owners within 48 hours.
  - Developed written safe-work procedures for 14 high-risk tasks, reducing documentation gaps flagged during an external ISO 45001 pre-assessment.
- **Safety Coordinator, Spoon River Logistics LLC, Canton, IL**  
2021 – 2023
  - Improved safety documentation accuracy for DOT driver qualification files from 74.5% to 98.44% within 9 months by building a digital checklist in Microsoft Excel.
  - Conducted 26 audits per year on warehouse and loading-dock operations, documenting findings and sharing summary reports with site leadership each week.
  - Averaged 8 hazards identified per inspection across 4 distribution bays, escalating 3 high-priority items per month for same-day remediation.
  - Coordinated pre-shift safety briefings and maintained OSHA-required postings, ensuring all documentation stayed current within 2 business days of any regulatory update.
- **Safety Technician, Heartland Grain Processing Co., Macomb, IL**  
2020 – 2021
  - Performed 18 scheduled inspections per quarter, averaging 6 hazards identified per walkthrough across grain-handling and packaging areas.
  - Consolidated safety data sheet records for 213 chemicals into an indexed digital library, reducing average lookup time from 8 minutes to under 2 minutes per inquiry.
  - Assisted with internal audit preparation by organizing 4 years of incident records into a single digital archive totaling 1,740 files.

## CERTIFICATIONS

- Certified Safety Professional, Board of Certified Safety Professionals, 2025