

MERLE MATEJKA

Secular Work Resume

RESUME SUMMARY

Experienced Health & Safety manager professional with 10+ years of expertise in workplace education and team management. Proven track record of creating and implementing learning tracks to promote team competency, and ensure client, industry & government compliance. Successfully built a paperless (electronic) health & safety management system to train and manage 100+ employees across 4 sites.

CORE COMPETENCIES

Employee development | Client Engagement | Industry compliance | Attention to detail | Subject knowledge | Team management


PROFESSIONAL EXPERIENCE


Jan 2023–Present | **Fort McMurray Public Schools / Fort McMurray Catholic Schools.**, Fort McMurray, AB
Teaching Assistant Supervisor (Pre-K - Grade 12)


- Arrive in time at schools to get orientated for the classroom and review the plan for the day.
- Follow substitute plan for the day as expected.
- Provide any extra support to the office as required or requested.

Jan 2020–Jun 2022 | **Acden Helios.**, Fort McMurray, AB
Environmental Health & Safety Manager

- Built and successfully managed a paperless (electronic) Safety Management System for a start-up environmental company in the Alberta Oilsands.
- Created and oversaw a Transportation Safety Program with contemporary ad campaigns, learning objectives and safe work practices that helped to reduce vehicle incidents by 30% over 12 month period.
- Oversaw the onboarding, compliance, and fit testing of 100+ employees across 4 work sites.
- Managed work-related incidents on a case by case basis, and fostered a workplace observation culture that encouraged good and safe work practices.
- Designed and supported a multi-site electronic sign format featuring news, safety, and staff messaging in addition to monthly stats and targets.

 (717) 333-1355

 merle.matejka@proton.me

 [Linkedin.com/in/merle-matejka-7ba7531a/](https://www.linkedin.com/in/merle-matejka-7ba7531a/)

EDUCATION

Health & Safety Administrator
ACSA
December 2019

Coaching Strategies for Leaders
Achieve Center for Leadership
February 2022

Joint Health & Safety Committee / Health Safety Rep
ACSA
January 2022

Marine First Aid
Cdn Red Cross / Transport Canada
July 2021

Respirator Fit Testing
3M Canada
March 2021

Driving & Journey Management
ACSA
February 2021

Auditor Training
ACSA
March 2019

Principles of Health & Safety Management
ACSA
February 2019

Jan 2017–Dec 2019 | **SGS Canada.**, Fort McMurray, AB

Project Manager

- Managed a team of 24 at Albian Sands and a team of 50+ employees between Suncor and Fort Hills Oilsands north of Fort McMurray.
- Introduced a micro-bonus program at Albian Sands as a pilot project to increase team camaraderie, productivity, and reduce employee turnover.
- Incorporated a 5-S program at 4 Oilsands sites to streamline operations, lower costs, and increase safety.
- Implemented a corporate TV screen/sign initiative across 4 sites to increase corporate branding/identity, engage health and safety messaging, and to communicate better with employees and clients.
- Spearheaded and completed a project to overhaul and update standard working procedures for all site activities and tasks.

Apr 2016–Dec 2016 | **SGS Canada.**, Fort McMurray, AB

Field Supervisor

- Supervised a team of Operators, Technicians, and Biologists at Albian Sands (Shell Canada) for an environmental contract north of Fort McMurray.
- Led daily safety meetings and audited safe work practices in the field.
- Reported daily to the client regarding fieldwork completed, changing conditions and any wildlife data of interest.
- Attended to and reported employee incidents when necessary.
- Giving support to field operators and technicians as needed.

Jul 2015–Apr 2016 | **SGS Canada.**, Fort McMurray, AB

Field Operations

- Fuelled Bird and Wildlife deterrents at 14 locations on client site.
- Performed weekly audits of deterrents, radar stations, and pond observations.
- Reported any technical or environmental issues to Field Supervision.
- Gave support to other field teams as needed or able.

Oct 2014–Jul 2015 | **Diversified Transportation Ltd.**, Fort McMurray, AB

Motorcoach Driver

- Performed daily equipment pre-trip and post-trips.
- Performed worker/passenger pick-ups and drop-offs as per scheduled requirements.
- Reported any issues, concerns, or incidents to Operations Office.

Oct 2013–Sep 2014 | **Diversified Transportation Ltd.**, Fort McMurray, AB

Operations Manager (Site Services)

- Gave support to drivers/operator throughout duration of the shift.
- Gave on the ground transportation support to the client—reported any issues.
- Addressed any driver issues or concerns.
- Attended incidents and wrote reports.
- Provided support as needed to Health & Safety management during investigations.
- Worked with Senior Management to address employee performance issues.

Propane on the Worksite

ACSA

January 2019

Communication and Ethics for the Safety Leader

ACSA

January 2019

Hazard Management

ACSA

November 2018

Alberta OH&S Legislation

ACSA

March 2018

Alcohol, Drugs, & Safety

ACSA

March 2018

Worksite Investigation Basics

ACSA

December 2017

Leadership for Safety Excellence

ACSA

November 2017

MED A3 (Marine Emergency Duties)

Transport Canada

September 2016

Pleasure Craft (Marine) Operator

Transport Canada

August 2016

Professional Driver Improvement

March 2015

Class 2 Operator License

Government of Alberta

August 2012

September 2012–September 2013 | **Diversified Transportation Ltd.**,
Fort McMurray, AB

Site Service Driver

- Performed daily equipment pre-trip and post-trips.
- Performed worker/passenger pick-ups and drop-offs as per scheduled requirements.
- Reported any issues, concerns, or incidents to Operations Office.

November 2011–December 2013 | **Fort McMurray Public Schools / Fort McMurray Catholic Schools.**, Fort McMurray, AB

Teaching Assistant Supervisor (Pre-K - Grade 12)

- Arrived in time at schools to get orientated for the classroom and review the plan.
- Followed substitute plan for the day as expected.
- Provided any extra support to the office as required or requested.

SKILLS

Customer & Client Engagement

Active Listening Skills

Team Building

- Interviewing / Hiring
- Performance Management

Conflict Management & Resolution

Preparing & Delivering Training to small and large groups

Microsoft Office & Google Suites

Audio & Video suite production

Touch-type up to 50 wpm