

# **Patricia Wong – Safety Coordinator**

## **Education**

1989-1991 Modesto Junior College

1993, Certified Medical Assistant  
Andon Medical College

## **Certifications**

USGBC  
LEED Accredited Professional, 11/21/2006

Shasta College  
SWPPP Certification, 12/15/2006

Rockhurst University  
The Essentials of OSHA Compliance. 8/23/06

San Joaquin Valley Air Pollution Control District  
Dust Control Training—Regulation VIII. 7/14/06

OSHA. 6/13/06  
10 hour Occupational Safety & Health Training Course in Construction Safety & Health

EMT, Advanced First Aid, CPR.

## **Work Experience**

1/2006 - Present, Safety Coordinator  
Acme Construction Company  
Job duties include Safety inspection of jobsites, Safety program & training, Website updates, Pictures of jobs, Equipment inventory, Workers Compensation, SWPPP

1994/2006 Office Assistant  
BMB Tax Services  
Computers, filing, Data entry, answering phones, scheduling, faxing, Copying, Assemble tax returns, Mail, Quickens, Microsoft excel & Word, Federal & State tax programs

1991/1993, Medical Assistant  
Manteca Medical Group  
Computers, Greet patients, Blood pressure, temperature, Patient Confidentiality,

1990, Firefighter/EMT  
California Department of Forestry  
Respond to emergency calls for fire and medical

## **Volunteer Work**

Magnolia Elementary School  
Oakdale Rural Fire Department