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SHAUN ALMEIDA

IT Specialist and Safety Professional | Streamlining Process and Ensuring Workplace Safety

PROFESSIONAL SUMMARY

Multi-skilled professional with over 10 years of IT experience and 8+ years of Safety Compliance expertise in the oil and gas trucking industry. Adept at integrating technology solutions with safety protocols to enhance operational efficiency and ensure regulatory compliance. Seeking an opportunity with a forward-thinking organization to contribute to mutual growth and success.

EMPLOYMENT HISTORY

SAFETY COMPLIANCE MANAGER   AUG 2023 – OCT 2024
Accel Logistics Inc
- Managed insurance claims for accidents/incidents, ensuring proper resolution and compliance.
- Led onboarding and training initiatives for new hires to ensure safety and regulatory knowledge.
- Ensured compliance with FMCSA, DOT, and OSHA regulations.
- Led incident response efforts for security incidents and other critical events.
- Developed Key Performance Indicators (KPIs) to track safety performance and overall fleet efficiency.
- Maintained project goals within Monday.com to increase efficiency.
- Controlled contractor compliance on ISNetworld and Veriforce platforms.

FIELD SAFETY MANAGER   OCT 2021 – AUG 2023
SISU Energy LLC
- Conducted site audits and hazard assessments, recommending corrective actions to ensure compliance with safety regulations.
- Led inspections of tractors and trailers for DOT compliance and assisted in certification processes for contractors.
- Investigated incidents and provided root cause analysis to improve safety practices.
- Developed an automation tool to streamline jobsite audit documentation and collaborated with the compliance team to ensure effective use of electronic logs by drivers.
- Facilitated safety meetings and supported field teams to enhance understanding of safety protocols and standards.

HSE SPECIALIST   MAR 2016 – SEP 2021
1845 Oil Field Services
- Communicated and enforced health, safety, and environmental policies across various operational levels.
- Led new hire orientations and created site-specific safety programs tailored to identified hazards.
- Performed hazard assessments and audits to ensure compliance with OSHA and DOT standards, contributing to policy updates with the corporate team.
- Deployed automation tool with seamless submission of security and hazard analyst for further review and resolution.
- Conducted investigations into both DOT and non-DOT incidents, utilizing root cause analysis to improve overall safety performance.
- Deployed KPI dashboard to track safety trends with a successful reduction of incidents by approximately 45%.

DRIVER MANAGER   OCT 2014 – MAR 2016
1845 Oil Field Services
- Monitor driver performance by conducting regular reviews, including 30-day and quarterly assessments, to ensure maximum productivity and adherence to safety standards.
- Ensure compliance with DOT Hours of Service (HOS) regulations by managing driver availability and schedules to meet operational demands while adhering to safety standards.
- Assist in the recruitment, training, and certification of new drivers, ensuring they are fully equipped with necessary skills and up-to-date safety certifications specific to the oil and gas hauling industry.
- Developed internal helpdesk and training videos to improve productivity by 35%
- Assist IT department with network management, software/hardware troubleshooting, and security system installation for satellite locations.

R&D ENGINEER   JAN 2009 – JUL 2014
Pymatuning Communications dba Houdinisoft
- Led project management, overseeing administration, team leadership, and customer care to ensure alignment with goals and timelines.

- Developed and deployed an All-In-One mobile device driver application using .NET Installer, streamlining customer installations and updates.
- Managed company website to ensure security and up-to-date self-service information for clients.
- Deployed KPI dashboard to track and visualize product performance, enabling data-driven decision making and real-time monitoring.
- Conducted comprehensive software and android application bug testing for optimal performance.
- Oversaw internal network and performed regular security checks on local machines to prevent unauthorized access.
- Set up all new hires for necessary access within the organization by active directory.

TECHNICAL SUPPORT SPECIALIST   MAY 2008 – JAN 2009
Pymatuning Communications dba Houdinisoft
- Troubleshooting and resolving software/hardware issues with a 95% success rate.
- Managed Zendesk ticketing system for technical issues to ensure efficient resolution and documentation.
- Assisted management with system monitoring and performance optimization, reducing service disruptions by 40%.
- Developed an internal helpdesk webpage for tech support staff, incorporating an internal timeclock system, troubleshooting tools, and standard operating procedures (SOPs), improving productivity by approximately 65%.
- Collected and documented data for unresolvable issues, including detailed steps, photos, and device information, to escalate cases to higher-level support for timely resolution.

EDUCATION

COMPUTER DRAFT AND DESIGN   2004 – 2005
ITT TECH

HIGH SCHOOL DIPLOMA   2004
Northwest Christian Academy

KEY SKILLS

Data Analysis Reporting	**Hazard Analysis**
Project Management	**Client Relations**
Software Proficiency	**Investigative Research**

CERTIFICATIONS

OSHA 30 Construction
CPR/AED & First Aid
PEC SafeLandUSA
NFPA 70e Electrical Safety
MSHA PT 46

PROJECTS

Home-Based Splunk Deployment
Deployed a Splunk dashboard to monitor and analyze security logs from Linux and Windows environments.

CURRENTLY PURSUING

CompTIA SECURITY+	**EXPECTED COMPLETION 2025**
CompTIA NETWORK+	**EXPECTED COMPLETION 2025**
Google Cybersecurity	**EXPECTED COMPLETION 2025**

ADDITIONAL SKILLS

Microsoft Office	**Website Management**	**DataQ**	**Electrical Safety**
System Troubleshooting	**Database Management**	**Safety Programs**	**Onboarding Orientation**
WordPress	**Network Administration**	**FMCSA Regulations**	**Defensive Driving**
SQL	**Linux Administration**	**OSHA Regulations**	**Risk Assessment**
Virtual Machines	**Remote Support**	**Regulatory Compliance**	**Human Resources**