

Jason Miettunen

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Professional Summary

Dynamic and results-driven Safety/Fleet/Warehouse Operations Manager with over 25 years of experience in operations, safety management, and team leadership. Renowned for implementing innovative solutions to enhance efficiency and reduce costs. I am skilled in compliance procedures, logistics management, employee training, conducting safety audits, and developing comprehensive training programs while fostering a strong safety culture. I earned an Associate of Arts Degree in Occupational Health and Safety, with a 4.0 GPA. Bachelor of Arts in Occupational Safety and Health with a 4.0 GPA in the coming months. Passionate about creating and maintaining safe and efficient work environments.

Key Skills and Areas of Expertise

Health, Safety, and Environmental Compliance

- Safety Audits and Training Programs
- OSHA Regulations
- Chemical Safety and Ergonomics

Technical and Analytical Skills

- Microsoft Office Suite 365
- Reporting and Analysis
- Technical Skills (Forklifts, Pallet Jacks)

Leadership and Team Management

- Team Leadership
- Fleet Management
- Staff Supervision

Communication and Training

- Communication Skills
- Training and Development

Warehouse and Inventory Management

- Warehouse Operations
- Inventory Control
- Logistics Management

Sustainable Practices and Compliance

- Regulatory Adherence
- Sustainable Practices

Professional Experience

Profire LLC *Rome, GA*

Safety/Fleet/Warehouse Operations Manager *Dates: Aug 2019 - Present*

- **Health and Safety Management:** Ensured workplace safety through regular audits, risk assessments, and adherence to OSHA regulations. Conducted safety training and managed incident investigations, implementing corrective actions as needed. Promoted a culture of safety and compliance.
- **Warehouse Operations:** Managed receiving, cleaning, storing, and dispatching of items. Directed daily warehouse operations, including quality assurance, inventory control, and space management. Led and trained warehouse staff, maintaining a safe and efficient work environment. Optimized logistics and supply chain processes to enhance efficiency.
- **Fleet Management:** Oversaw vehicle fleet operations, including maintenance schedules, vehicle inspections, and compliance with safety regulations. Analyzed fleet performance metrics and coordinated with external vendors for vehicle needs. Developed strategies for fuel efficiency and cost reduction. Ensured accurate reporting and documentation.

Accomplishments

- Created a comprehensive contents restoration job database to streamline and improve the efficiency of the restoration process.
- Authored and implemented company policies and procedures, ensuring compliance and operational excellence.
- Developed driver handbooks to promote safety and regulatory compliance.
- Designed Standard Operating Procedures (SOPs) to standardize operations and improve efficiency.
- Developed safety guide manuals to enhance workplace safety and compliance with industry standards.

Volkswagen *Chattanooga, TN*

Warehouse Team Member *Dates: March 2019- Aug 2019*

- Played a crucial role in loading and unloading containers for the manufacturing process of Volkswagen vehicles.
- Ensured materials were stacked and sorted accurately, maintaining a clean work environment to support production efficiency and safety standards.

Accella Polyurethane Systems *Cartersville, GA*

Warehouse Worker/ Shipper *Dates: Jan 2018 to Mar 2019*

- Managed shipping and receiving processes.
- Prepared orders for shipment and verified accuracy against pick lists.
- Operated forklifts and other warehouse equipment to move materials.
- Conducted regular inventory checks and maintained accurate records.
- Ensured compliance with safety regulations and company policies.
- Assisted in the organization and maintenance of the warehouse.
- Coordinated with transportation companies to schedule and track shipments.

Mohawk *Calhoun, GA*

Material Handler *Dates: Aug 2016 to Jan 2018*

- Managed distribution and transportation network.
- Prepared orders for shipment following pick lists.
- Followed regulations to ship orders by truck freight.
- Conveyed orders to shipping locations and staged packages in order of delivery.
- Provided comprehensive and accurate flow of merchandise.
- Inspected all deliveries for completeness, quality, and accuracy.
- Used shipping software and operated equipment such as forklifts and electric lifts.
- Assisted in inventory control and cleaned and maintained work areas.

Superior Manufacturing Group *Calhoun, GA*

Material Handler II *Dates: Feb 2013 to June 2016*

- Performed manual labor and moved materials by hand and using heavy equipment.
- Maintained production sheets, sorted cargo, and inspected containers.
- Inventoried materials, prepared orders for shipment, and generated shipping documents.
- Used software such as SAP, recorded items using a barcode scanner, and operated equipment like forklifts and pallet jacks.

Intersign Corp. *Chattanooga, TN*

Layup/Sandblaster *Dates: Oct 2007 to Apr 2011*

- Assembled entire products and worked as part of a team.
- Rotated through different positions on an assembly line.
- Determined work assignments and procedures.
- Performed heavy lifting, cleaned equipment, and inspected parts.
- Worked on prints, sketches, written instructions, and oral instructions.

Walden Security Chattanooga, TN

Unarmed Security Guard *Dates: Apr 2004 to Jan 2007*

- Used software tools, including Key logger.
- Guarded designated areas, patrolled areas for suspicious activity, and reported daily activities.
- Called police or fire departments in emergencies and responded to alarms.
- Investigated disturbances and escorted individuals for safety reasons.
- Prevented passage of prohibited articles or persons into restricted areas.
- Monitored and authorized entrance and departure of employees, visitors, and other persons.
- Patrolled premises to prevent and detect signs of intrusion and ensure security.
- Wrote reports of daily activities and irregularities such as equipment and property damage, theft, and presence of unauthorized persons.

Military Service

United States Army/Army National Guard *Dates: Mar 1999 - Feb 2010*

Mobilizations - 2

Sergeant, Field Artillery Surveyor Team Chief (MOS 13S)

- **Field Artillery Surveyor:**
 - Conducted field data recording, survey station marking, and astronomic observations.
 - Measured azimuths and angles for target and position area surveys.
 - Operated and maintained survey equipment, including PADS/IPADS systems.
 - Computed data using logarithms or calculators.
- **Team Chief Responsibilities:**
 - Supervised PADS/IPADS vehicle operations and computed survey data.
 - Plotted geographic/UTM grid coordinates and performed azimuth transfers.
 - Conducted calibrations and zero velocity updates.
 - Assisted in survey information collection and dissemination.
 - Provided leadership and technical guidance to team members.

Military Medals and Ribbons:

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| • Army Achievement Medal | • Tennessee National Guard |
| • Army Reserve Components Achievement Medal | Commendation Medal |
| • National Defense Service Medal | • Tennessee National Guard Individual Achievement Medal (2 awards) |
| • Global War on Terrorism Service Medal | • Tennessee National Guard Service Ribbon (2 awards) |
| • Armed Forces Reserve Medal (2 awards) | • Tennessee National Guard Volunteer Ribbon |
| • Army Service Ribbon | |

Education

Waldorf University

- **Associate of Arts in Occupational Safety and Health** - Graduated: May 21, 2024
- **Bachelor of Arts in Occupational Safety and Health** - Expected Graduation: June 2025
- **GPA: 4.0**
- **Graduate Safety Practitioner (GSP) Certification upon graduation, Equivalent to the Certified Safety Professional (CSP)**

Silver Bluff High School

- **High School Diploma** - Year: 1998
- **Activities:** NJROTC, Students Against Violence

Certifications

- OSHAcademy Safety and Health Training Certificate for Occupational Safety and Health Manager
- OSHA 10-Hour & 30-hour Outreach Training Program - General Industry
- 60/60 DOT Supervisor Training Certificate
- Occupational Safety and Health Manager Certification
- First Aid and CPR Training
- National Career Readiness Certificate™ Gold Level, ACT, 06/15/2012, Georgia

Memberships Held

- National Fire Protection Association (NFPA)
- American Society of Safety Professionals (ASSP)
- Board of Certified Safety Professionals (BCSP)
- National Association of Safety Professionals (NASP)