

# MEREDITH KIMANI



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(405) 388-3004



Guthrie, OK 73044

## PROFESSIONAL SUMMARY

Assertive, knowledgeable COVID-19 Compliance Officer with 2 years in public service. Provided information to employees and customers while enforcing compliance with COVID-19 policies. Practiced effective conflict-resolution strategies to increase buy-in from resistant individuals. Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals. No-Nonsense COVID-19 Compliance Officer talented at creating and executing optimally effective safety measures and protective policies. Incorporates invaluable guidance from governmental and academic sources to inform policymaking decisions. Maintains strict and comprehensive adherence to measures supporting ongoing personnel and client health.

## SKILLS

- Leadership
- Interpersonal Communication
- Self-Motivated
- Dependable and Responsible
- Clerical Support
- Good Telephone Etiquette
- Multitasking Abilities
- Database Management
- Cultural Awareness
- Data Management
- Flexible and Adaptable

## EDUCATION

Mednoc College  
Oklahoma City, OK • 12/2021  
CNA

## WORK HISTORY

### **Silver Heart Productions/ Code3 - Health and Safety Supervisor/COVID-19 Compliance Officer**

*Los Angeles, CA • 02/2023 - 03/2023*

- Directed post-accident investigations and prepared reports to identify possible accident causes and hazards.
- Conducted job safety analysis and personal protective equipment analysis to identify hazards for elimination and select proper safety equipment to protect employees from hazards of job.
- Identified opportunities to remove hazards from workplace and developed programs and processes to mitigate Covid workplace hazards.
- Developed recommendations to reduce hazards by improving gear, behaviors and procedures.

### **REEL HEALTH/ BBQ BRAWLS SEASON 4 - COVID COMPLIANCE SUPERVISOR**

*Half Moon Bay, CA • 01/2023 - 02/2023*

- Identified potential areas of compliance vulnerability and risk to develop and implement corrective action

## OSU/OKC

Oklahoma City, OK • 05/2013

### *Associate of Science:*

Business Management

## Guthrie High School

Guthrie, OK • 05/1994

### *High School Diploma*

## CERTIFICATIONS

- CCO - Covid -19 Compliance Officer
- WHO Certified
- OSHA
- SAFE SET
- CNA
- BLS

plans.

- Provided guidance, advice and training to improve business' understanding of related laws and regulatory requirements.
- Prepared training programs to improve compliance at all levels.
- Gathered, organized and evaluated data to make accurate assessments of current operations.

### **Sesame Street/FireThief Productions - COVID-19**

#### **Compliance Officer**

*Bartlesville, OK • 01/2023 - 01/2023*

- Worked with Sesame Street to modify and implement COVID-19 safety practices for the production.
- Acquired knowledge and stayed up to date on best practices for slowing spread of COVID-19.
- Designed standardized protocols for [Job title]s to maximize PPE and anti-infection measure efficacy.
- Created personnel training events to educate staff on internal policies and governmental recommendations and guidelines.

### **WWE / WWE Most Wanted Treasures/ Six West Media - COVID-19 Compliance Officer**

*Hutchinson, KS • 12/2022 - 12/2022*

- Worked with productio to modify and implement COVID-19 safety practices.
- Acquired knowledge and stayed up to date on best practices for slowing spread of COVID-19.
- Designed standardized protocols for [Job title]s to maximize PPE and anti-infection measure efficacy.
- Created personnel training events to educate staff on internal policies and governmental recommendations and guidelines.

### **Reel Health/ Homestead Stories - Health and Safety Manager**

*Coyle, OK • 10/2022 - 11/2022*

- Directed post-accident investigations and prepared reports to identify possible accident causes and hazards.
- Conducted job safety analysis and personal protective equipment analysis to identify hazards for elimination and select proper safety equipment to protect

employees from hazards of job.

- Trained staff and contractors on company procedures and OSHA and EPA requirements such as blood borne pathogens, respiratory protection and waste management.
- Identified opportunities to remove hazards from workplace and developed programs and processes to mitigate workplace hazards.
- Prepared and presented comprehensive reports to upper management and audit team, covering issues and recommendations.
- Assisted employees and customers with safety and health requirements related to COVID-19.
- Acquired knowledge and stayed up to date on best practices for slowing spread of COVID-19.
- Maintained agile direction of ongoing policy changes during rapidly shifting COVID-19 surges and instances of localized community spread.
- Initiated remedial training for personnel found to be violating compliance policies or safety procedures.

**What Rhymes With Reason - Health and Safety Supervisor**  
*Oklahoma City, OK • 09/2022 - 10/2022*

- Completed workplace safety and hazard inspections.
- Offered staff coaching on observed at-risk work habits to minimize accidents and increase workplace safety.
- Analyzed onsite incidents and instituted precautionary measures to reduce risk and severity of workplace injuries.
- Monitored safety practices of new and existing employees.
- Acquired knowledge and stayed up to date on best practices for slowing spread of COVID-19.
- Maintained agile direction of ongoing policy changes during rapidly shifting COVID-19 surges and instances of localized community spread.
- Assisted employees and customers with safety and health requirements related to COVID-19.
- Provided health screenings and enforced social distancing, masking, and other policies related to COVID-19.
- Used Personal Protective Equipment (PPE) correctly and assisted others with PPE and other safety measures.

- Entered into record-keeping systems appropriate data needed to create new records or update existing ones.

### **Hypercolor LLC/ Paperclip/ The Snack Shack - Health and Safety Supervisor**

*Nebraska City, NE • 07/2022 - 09/2022*

- Completed workplace safety and hazard inspections.
- Offered staff coaching on observed at-risk work habits to minimize accidents and increase workplace safety.
- Analyzed onsite incidents and instituted precautionary measures to reduce risk and severity of workplace injuries.
- Monitored safety practices of new and existing employees.
- Inspected work practices and procedures for compliance with company and federal regulations.
- Maintained agile direction of ongoing policy changes during rapidly shifting COVID-19 surges and instances of localized community spread.
- Acquired knowledge and stayed up to date on best practices for slowing spread of COVID-19.
- Assisted employees and customers with safety and health requirements related to COVID-19.
- Used Personal Protective Equipment (PPE) correctly and assisted others with PPE and other safety measures.
- Maintained composure in stressful situations, confrontations, interviews and records searches.

### **Paramount Pictures/ Tulsa King Promo Shoot - COVID-19 Compliance Officer**

*Oklahoma City, OK • 07/2022 - 07/2022*

- Maintained agile direction of ongoing policy changes during rapidly shifting COVID-19 surges and instances of localized community spread.
- Acquired knowledge and stayed up to date on best practices for slowing spread of COVID-19.
- Monitored premise entry points to determine if employees and visitors met compliance standards prior to admittance.
- Assisted employees and customers with safety and health requirements related to COVID-19.
- Provided health screenings and enforced social distancing, masking, and other policies related to

COVID-19.

- Used Personal Protective Equipment (PPE) correctly and assisted others with PPE and other safety measures.

**Duomo LLC/ A Day As A Lion - Health and Safety Supervisor**

*Tulsa, Oklahoma • 06/2022 - 07/2022*

- Completed workplace safety and hazard inspections.
- Offered staff coaching on observed at-risk work habits to minimize accidents and increase workplace safety.
- Analyzed onsite incidents and instituted precautionary measures to reduce risk and severity of workplace injuries.
- Monitored safety practices of new and existing employees.
- Mentored and managed team of safety specialists and enforced safety protocols among associates.
- Maintained agile direction of ongoing policy changes during rapidly shifting COVID-19 surges and instances of localized community spread.
- Acquired knowledge and stayed up to date on best practices for slowing spread of COVID-19.
- Provided health screenings and enforced social distancing, masking, and other policies related to COVID-19.

**RED CLAY/ A THOUSAND TOMORROW'S - HEALTH & SAFETY SUPERVISOR**

*05/2022 - 06/2022*

- Provided expertise for clinical support and services.
- Gave public talks on importance of health education and specific disease prevention and treatment strategies.
- Supervised staff to coordinate needs assessments.
- Used critical thinking to break down problems, evaluate solutions and make decisions.
- Used Personal Protective Equipment (PPE) correctly and assisted others with PPE and other safety measures.
- Acquired knowledge and stayed up to date on best practices for slowing spread of COVID-19.
- Designed standardized protocols for personnel to maximize PPE and anti-infection measure efficacy.
- Monitored premise entry points to determine if employees and visitors met compliance standards prior

to admittance.

**Buffalo Nickel Creative/ Nike - COVID-19 Compliance Officer**

*04/2022 - 04/2022*

- Created personnel training events to educate staff on internal policies and governmental recommendations and guidelines.
- Designed standardized protocols for personnel to maximize PPE and anti-infection measure efficacy.
- Acquired knowledge and stayed up to date on best practices for slowing spread of COVID-19.
- Used Personal Protective Equipment (PPE) correctly and assisted others with PPE and other safety measures.
- Assisted employees and customers with safety and health requirements related to COVID-19.
- Monitored premise entry points to determine if employees and visitors met compliance standards prior to admittance.
- Maintained agile direction of ongoing policy changes during rapidly shifting COVID-19 surges and instances of localized community spread.
- Provided health screenings and enforced social distancing, masking and other policies related to COVID-19.
- Initiated remedial training for personnel found to be violating compliance policies or safety procedures.

**WETV / Grown N Gospel - COVID-19 Compliance Officer**

*02/2022 - 03/2022*

- Created personnel training events to educate staff on internal policies and governmental recommendations and guidelines.
- Initiated remedial training for personnel found to be violating compliance policies or safety procedures.
- Designed standardized protocols for personnel to maximize PPE and anti-infection measure efficacy.
- Provided health screenings and enforced social distancing, masking and other policies related to COVID-19.
- Maintained agile direction of ongoing policy changes during rapidly shifting COVID-19 surges and instances of localized community spread.

## **Voxxmedia / Behind The Ropes - COVID-19 Compliance Officer**

*01/2022 - 02/2022*

- Designed standardized protocols for personnel to maximize PPE and anti-infection measure efficacy.
- Provided health screenings and enforced social distancing, masking and other policies related to COVID-19.
- Worked with supervisor to modify and implement COVID-19 safety practices for production.
- Acquired knowledge and stayed up to date on best practices for slowing spread of COVID-19.
- Used Personal Protective Equipment (PPE) correctly and assisted others with PPE and other safety measures.
- Assisted employees and customers with safety and health requirements related to COVID-19.

## **TLC/Reel Health/ 90 Day Fiance - COVID-19 Tester**

*12/2021 - 01/2022*

- Handled and stored potentially contaminated nasal, oral and blood samples to prevent compromise.
- Maintained strict aseptic fields when collecting biological samples, minimizing staff and patient infection risks.
- Reported positive and negative response cases according to established protocols and reporting mandates.
- Assessed vitals while adhering to PPE requirements and other restrictions.

## **HULU/ Reel Health/ Pow Wow Life - COVID-19 Tester**

*12/2021 - 12/2021*

- Handled and stored potentially contaminated nasal, oral and blood samples to prevent compromise.
- Maintained strict aseptic fields when collecting biological samples, minimizing staff and patient infection risks.
- Reported positive and negative response cases according to established protocols and reporting mandates.
- Assessed vitals while adhering to PPE requirements and other restrictions.
- Set up, maintained and verified sterility of lab equipment and tools.
- Maintained energy and enthusiasm in fast-paced environment.



## **ABC/ HULU/ Quilty Pleasures - COVID-19 Compliance Officer**

*11/2021 - 11/2021*

- Assisted employees and customers with safety and health requirements related to COVID-19.
- Maintained agile direction of ongoing policy changes during rapidly shifting COVID-19 surges and instances of localized community spread.
- Used Personal Protective Equipment (PPE) correctly and assisted others with PPE and other safety measures.
- Acquired knowledge and stayed up to date on best practices for slowing spread of COVID-19.
- Exploited available governmental resources for training, materials and information to combat internal spread and enhance staff education.
- Provided health screenings and enforced social distancing, masking, and other policies related to COVID-19.

## **Showtime/Reel Health/ Coercion - Health and Safety Manager**

*10/2021 - 11/2021*

- Delivered and coordinated health and safety training for 250 employees, educating on workplace regulations, policies and procedures.
- Directed post-accident investigations and prepared reports to identify possible accident causes and hazards.
- Conducted job safety analysis and personal protective equipment analysis to identify hazards for elimination and select proper safety equipment to protect employees from hazards of job.
- Trained staff and contractors on company procedures and OSHA and EPA requirements such as blood borne pathogens, respiratory protection and waste management.
- Advised division leaders of regulatory risks in business processes and provided recommendations for improvement.
- Liaised with clients to identify and target inefficiencies in areas of risks and business controls, process gaps and workflow discrepancies.
- Created personnel training events to educate staff on



internal policies and governmental recommendations and guidelines.

- Initiated remedial training for personnel found to be violating compliance policies or safety procedures.
- Acquired knowledge and stayed up to date on best practices for slowing spread of COVID-19.
- Provided health screenings and enforced social distancing, masking, and other policies related to COVID-19.
- Maintained agile direction of ongoing policy changes during rapidly shifting COVID-19 surges and instances of localized community spread.
- Used Personal Protective Equipment (PPE) correctly and assisted others with PPE and other safety measures.
- Assisted employees and customers with safety and health requirements related to COVID-19.
- Performed scheduled and unannounced investigations of workplaces to check PPE and distancing conformance.
- Warned violators of infractions or penalties.

#### **RV Automated Homes/ Best Buy - COVID-19 Compliance Officer**

*10/2021 - 10/2021*

- Assisted employees and customers with safety and health requirements related to COVID-19.
- Provided health screenings and enforced social distancing, masking, and other policies related to COVID-19.
- Maintained agile direction of ongoing policy changes during rapidly shifting COVID-19 surges and instances of localized community spread.
- Used Personal Protective Equipment (PPE) correctly and assisted others with PPE and other safety measures.
- Acquired knowledge and stayed up to date on best practices for slowing spread of COVID-19.
- Exploited available governmental resources for training, materials and information to combat internal spread and enhance staff education.

#### **PBS/ The Great American Muslim Road Trip - Production Assistant**

*09/2021 - 10/2021*

This was a travel show that went the whole of route 66. I

joined them in St Louis and travel via caravan filming for a month the whole route of route 66, ending in California.

- Interacted positively with actors and actresses when escorting to and from trailers during filming.
- Reviewed activities for production team to complete tasks on time.
- Assisted crews with set building and pointed out problems that could be potential safety issues.
- Maintained schedules, managed deadlines and interfaced with teammates to support production activities.
- Communicated with other crew members via walkie talkies to coordinated production activities.
- Completed wide range of tasks in diverse filming areas to support operations.
- Documented production information via daily system logs and discussed issues with management.
- Checked prices and calculated totals for accurate invoice processing.
- Created reports and documents and submitted production paperwork on time.
- Stayed alert, active and ready to respond to any request at any time using variety of available resources.

### **A&E Television Networks/ First Blood - COVID-19**

#### **Compliance Officer**

*09/2021 - 09/2021*

- Assisted employees and customers with safety and health requirements related to COVID-19.
- Provided health screenings and enforced social distancing, masking, and other policies related to COVID-19.
- Maintained agile direction of ongoing policy changes during rapidly shifting COVID-19 surges and instances of localized community spread.
- Used Personal Protective Equipment (PPE) correctly and assisted others with PPE and other safety measures.
- Acquired knowledge and stayed up to date on best practices for slowing spread of COVID-19.
- Exploited available governmental resources for training, materials and information to combat internal spread and enhance staff education.
- Designed standardized protocols for personnel to

maximize PPE and anti-infection measure efficacy.

### **Showtime/ The Circus - Production Assistant Lead**

*09/2021 - 09/2021*

- Worked with supervisor and other team leads to manage and prioritize staffing assignments to meet customer demand and production schedules.
- Monitored workers on site during production activities for safety procedures compliance.
- Kept records of equipment, budgets, deliveries and supplies and made paperwork available to management for evaluation.
- Maintained organized work area by cleaning and removing hazards.

### **Discovery Channel - Production Assistant**

*08/2021 - 08/2021*

- Supported machine operators in setup and operation of production equipment resulting in efficient runs.
- Maintained maximum organization and productivity by properly sorting project components on work tables.
- Worked closely with manager to provide effective assistance for specific aspects of business operation.
- Supported current production needs by moving items between equipment, conveyors and staging areas.
- Reviewed activities for production team to complete tasks on time.
- Maintained schedules, managed deadlines and interfaced with teammates to support production activities.
- Communicated with other crew members via walkie talkies to coordinated production activities.

### **The Players' Tribune/ NFL - COVID-19 Compliance Officer**

*08/2021 - 08/2021*

- Assisted employees and customers with safety and health requirements related to COVID-19.
- Provided health screenings and enforced social distancing, masking, and other policies related to COVID-19.
- Maintained agile direction of ongoing policy changes during rapidly shifting COVID-19 surges and instances of localized community spread.
- Used Personal Protective Equipment (PPE) correctly and

assisted others with PPE and other safety measures.

- Acquired knowledge and stayed up to date on best practices for slowing spread of COVID-19.
- Exploited available governmental resources for training, materials and information to combat internal spread and enhance staff education.

### **Reelz - COVID-19 Compliance Officer**

*06/2021 - 06/2021*

- Assisted employees and customers with safety and health requirements related to COVID-19.
- Provided health screenings and enforced social distancing, masking, and other policies related to COVID-19.
- Maintained agile direction of ongoing policy changes during rapidly shifting COVID-19 surges and instances of localized community spread.
- Used Personal Protective Equipment (PPE) correctly and assisted others with PPE and other safety measures.
- Acquired knowledge and stayed up to date on best practices for slowing spread of COVID-19.
- Exploited available governmental resources for training, materials and information to combat internal spread and enhance staff education.
- Monitored premise entry points to determine if employees and visitors met compliance standards prior to admittance.
- Kept informed regarding pending industry changes, trends or best practices.

### **Cowgirl Productions/ A Cowgirls Song (movie) - Health and Safety Manager**

*05/2021 - 06/2021*

- Delivered and coordinated health and safety training for 75 employees, educating on workplace regulations, policies and procedures.
- Conducted job safety analysis and personal protective equipment analysis to identify hazards for elimination and select proper safety equipment to protect employees from hazards of job.
- Trained staff and contractors on company procedures and OSHA and EPA requirements such as blood borne pathogens, respiratory protection and waste

management.

- Assisted employees and customers with safety and health requirements related to COVID-19.
- Monitored premise entry points to determine if employees and visitors met compliance standards prior to admittance.
- Designed standardized protocols for personnel to maximize PPE and anti-infection measure efficacy.
- Kept informed regarding pending industry changes, trends or best practices.

### **CONDE NAST/ G Eazy Actually Me Series - COVID COMPLIANCE OFFICER**

*04/2021 - 04/2021*

- Assisted employees and customers with safety and health requirements related to COVID-19.
- Provided health screenings and enforced social distancing, masking, and other policies related to COVID-19.
- Maintained agile direction of ongoing policy changes during rapidly shifting COVID-19 surges and instances of localized community spread.
- Used Personal Protective Equipment (PPE) correctly and assisted others with PPE and other safety measures.
- Acquired knowledge and stayed up to date on best practices for slowing spread of COVID-19.
- Monitored premise entry points to determine if employees and visitors met compliance standards prior to admittance.

### **C Stop - COVID-19 Screener**

*03/2021 - 03/2021*

- Obtained temperatures of visitors and employees at entry of facility and asked screening questions.
- Oversaw in-person and curbside patient registration and processing.
- Documented novel coronavirus screening assessments.
- Recorded patient vital signs prior to beginning medical procedures.
- Protected individual confidentiality as prescribed by local, state and federal mandates.
- Provided COVID-19 FAQs and educational material to patrons and employees.

- Donned and removed personal protective equipment (PPE) per company protocols.
- Supported office operations by expertly handling administrative needs.

**Thunder Studios/ Bulgari Diamonds - COVID-19 Screener**  
*03/2021 - 03/2021*

- Obtained temperatures of visitors and employees at entry of facility and asked screening questions.
- Oversaw in-person and curbside patient registration and processing.
- Documented novel coronavirus screening assessments.
- Inventoried and ordered medical and office supplies.
- Recorded patient vital signs prior to beginning medical procedures.
- Provided COVID-19 FAQs and educational material to patrons and employees.
- Protected individual confidentiality as prescribed by local, state and federal mandates.
- Donned and removed personal protective equipment (PPE) per company protocols.
- Supported office operations by expertly handling administrative needs.