

**James R. Neaves**  
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**- Experienced Professional and Project Manager -**

**PROFILE:** I am a versatile professional with 20 years project management experience working at multinational companies, a major university and consulting companies.

**OBJECTIVE:** My objective is to contribute to the overall advancement of the skills and safety training systems at companies by developing job analysis, task analysis, documentation and training.

### **SUMMARY OF QUALIFICATIONS**

- Exceptional problem solver
- Job Analysis Facilitator
- Task Analysis Facilitator
- Training Developer
- ISO 14001 Implementation
- Online Documentation
- Project Management
- Strong Consulting and Facilitation Skills
- Strong Instructional Design Experience
- Graphics Production
- Web Development
- Software skills:
  - *Photoshop Expert*
  - *Dreamweaver Expert*
  - *Microsoft Office Expert*
  - *Visio Expert*

### **SIGNIFICANT PROFESSIONAL SUCCESSES**

- **DESIGNED AND DEVELOPED** in house skills training programs for industrial locations (papermaking, aluminum manufacturing, recycle mills, mining). **RESULT:** Greenfield start-up production and safety performance met or exceeded expectations.
- **FACILITATED** front-end research through interaction with subject matter experts, job analyses and task analyses at multinational companies (papermaking, aluminum manufacturing, recycle mills, mining.) **RESULT:** Safety, training and personnel professionals used the analyses to meet governmental requirements.
- **CREATED WEB BASED** online safety documentation system for a multinational company and conducted training for management, salaried and hourly employees. **RESULT:** Company employees used the system to save time in preparation of work process documents and received an internal Corporate Effective Communications Award.
- **CREATED** effective multimedia presentations and managed large public meetings for public awareness regarding a \$90 million mine expansion project. **RESULT:** Public awareness on mining impact was achieved and the mine expansion permit was granted by government agencies.
- **SUPPORTED** Environmental, Health and Safety Team at multinational companies in developing and implementing safety programs. **RESULT:** The Internal Company Safety audit at one location went from “worst” in the company to “first.”

- **MANAGED** graphic production facilities at a fortune 100 company and a major university. **RESULT:** Provided graphic production and photography services for product launches and faculty requirements.
- **DEVELOPED** ISO 14001 EMS at a multinational company location. **RESULT:** Passed Certification audit and received ISO 14001 Certification.

### EDUCATION AND TRAINING

MASTER OF SCIENCE EDUCATIONAL MEDIA

Illinois State University, Normal, IL

BACHELOR OF SCIENCE ART

Illinois State University, Normal, IL

SPECIALIZED TRAINING/PROFESSIONAL DEVELOPMENT

- ISO 14001 Lead Auditor Training (*BSI, Certificate 4414633-19098*)
- Web Development and Design Certificate Program University of Texas

### PROFESSIONAL EXPERIENCE

EHS Support and Training Consultant

*J/R/Neaves Consulting* June 1997–Present Round Rock, TX

- Facilitated Job, Task analysis and developed operating procedures
  - Alumina Production Facility
  - Smelter Ingot Plant, Power Plant and mine.
- Training development
  - Mine facility
  - Alumina production facility
  - Customer support for state agency
- Performed web development
  - Mine facility
  - Aerospace component manufacturing facilities
  - Alumina Production Facility
- Multimedia Production
  - Created public relations road shows, brochures, print ads, and PowerPoint presentations.

Training Development Consultant *Turner and Sheets-Task Trainers* September 1992 – June 1997 Cincinnati, OH

- Created skills training programs for
  - Papermaking digester and bleach plant
  - Liner board recycle mill
  - Sheeter packaging facility
  - Paper recycle mill
- Trained and supervised word processing personnel

Previous Employment

- Tandem Computers
- Texas Instruments, Inc.
- Illinois State University
- United States Navy - Submarine Force

### PROFESSIONAL ORGANIZATIONS

American Society of Training Developers

Society of Technical Communications

American Society of Safety Engineers