Austin C. Turner
7263 Fir Drive ▪ Saraland, Alabama 36571
Phone: (251) 581-3585 Email: acturner5@crimson.ua.edu

EDUCATION

The University of Alabama, Tuscaloosa, AL
Bachelor of Science in Chemical Engineering
Honors College
May 2016
GPA: 3.729/4.0

TECHNICAL SKILLS

Microsoft Word, Microsoft Excel, Microsoft Powerpoint, Microsoft Access, ChemCAD, CapCost, MatLab, Polymath

WORK EXPERIENCE

Ranger Environmental Services, LLC
Assistant Operations Manager
May 2016 – Present

- Manage administrative functions of an industrial/environmental company to include accounting, payroll, safety, DOT and manifest paperwork, inventory, and new-hire processing
- Interview applicants for field technician positions, checking references, running background checks, scheduling drug testing to make recommendations for employment
- Conduct new-hire orientation to include policies and procedures, and facility tour
- Maintain personnel records and DOT driver files
- Responsible for daily manpower to include temporary staff; Assist Operations Manager in scheduling field work and directing crews out in the morning
- Collect payroll time and hours, process leave request, and track unscheduled absences
- Manage and approve the purchase order system to control cost; Choose suppliers with cost effective pricing
- Supervise clerical staff
- Assist in the coordination of safety training and orientations; Assist and review JSA procedures; Order and inventory safety supplies; Enforce proper PPE among field technicians
- Conduct various research projects as instructed

Office Assistant
Summer 2015

- Managed daily administrative functions to include accounting, payroll, safety, DOT and manifest paperwork, inventory, and new hire processing.
- Trained my replacement in order to return to school full-time

Summer 2014

- Assisted with the management of various safety functions

Summer 2013

- Performed clerical work and reconciled accounts

Field Technician
Summer 2012

- Worked general labor in tire-shredding facility

AWARDS/HONORS

Magna Cum Laude
The University of Alabama
Thomas E. Rast Scholarship
The University of Alabama
Golden Key International Honour Society
The University of Alabama
October 2014
President and Dean's List
The University of Alabama

Austin C. Turner

SELECT ACTIVITIES

Sigma Nu Fraternity
The University of Alabama
Freshman Forum
The University of Alabama
August 2012-May 2013
UA CrossFit Club
The University of Alabama
August 2012-December 2013

SHADOWING EXPERIENCE

Evonik Industries
Mobile, AL
Fall 2015
Dr. Michael E. Damrich, MD
Mobile Infirmary, Mobile, AL
Summer 2014
Gaylord Chemical
Tuscaloosa, AL
Fall 2013
University Medical Center
Family Medicine Clinic, Tuscaloosa, AL
Fall 2013

VOLUNTEER

Believe UA
College Mentor
Fall 2015
Spring 2015
- Encouraged college student for success one hour per week

READ Alabama
Elementary Mentor
Fall 2014
- Interacted with fourth grade student two hours per week