

UNITED ALLIANCE SERVICES



JENNA CABIYA

CONSTRUCTION SAFETY ADMINISTRATOR

Jenna is an experienced Administrator with over 12 years' experience in the manufacturing and corporate environments. Jenna brings a wealth of knowledge to United Alliance Services including Administrative Support, extensive Accounting and Human Resource knowledge as well as scheduling, purchasing and inventory control.

In her role as Construction Safety Administrator, Jenna is responsible for assisting the project manager in all administration functions and processes regarding project safety and health. She facilitates the development of project safety and health plans and manages them from inception to completion. Jenna monitors all parts of the project safety and health requirements keeping them synchronized and moving forward.

CERTIFICATIONS

OSHA 10 HR Construction
OSHA 30 HR Construction

EDUCATION

Associates of Science, Business Admin
Middlesex Community College

