

Alex Ryan Herling

Entertainment - Health & Safety - Administration

Safety

Experienced in safety management and regulatory compliance, with a strong background in conducting risk assessments and implementing safety protocols. Seeking to transition into a new field to apply these transferable skills for driving positive outcomes and enhancing operational efficiency.

Proven track record as an organized and dedicated Administrative Officer, delivering exceptional customer service in fast-paced environments.

Demonstrates keen attention to detail and strong decision-making skills, enabling effective management of multiple concurrent tasks. Consistently exhibits a self-motivated work ethic, ensuring optimal performance both independently and as part of a team.

Work History

2024-10 –
2025-03

3rd Assistant Director/ Production Assistant

Epic Films & Call a Crew, Dubai & Abu Dhabi, United Arab Emirates

- Supporting the 1st and 2nd Assistant directors
- Coordinating Extras
- Managing paperwork
- Assisting in the Creating of daily call sheets
- Communicating with Cast Members and Production Crew
- Moving Cast members from Point A to Point B
- Organizing crowd extras into different scenes
- Supervising production assistants
- Serving as a set Messenger to convey information between cast and crew members

Production Assistant

- Running errands for Directors and producers
- Assist with set-up and breakdown on production
- Handling paperwork and official documents
- Assist with crowd control and guiding extras during shoots
- Supporting the preparation of daily call sheets and production reports

Background Extra

Miranda Davidson Studios, Abu Dhabi, United Arab Emirates

2024-03 –
2024-06

Real Estate Agent

Property Shop Investment (PSI), Abu Dhabi, United Arab Emirates

- Negotiated, facilitated, and managed real estate transactions.
- Communicated with clients to understand property needs and preferences.
- Managed contracts, negotiations, and all aspects of sales to finalize purchases and exceed customer expectations.
- Advised clients on market conditions and property value for informed decision-making.
- Maintained connections with clients to encourage repeat business and referrals.
- Advertised client properties through websites, social media, and real estate guides.
- Presented purchase offers to sellers for consideration.
- Liaised between buyers and sellers to provide positive experiences for both parties.

2016-09 –
2023-06

Administration Clerk: Health Information Systems

Western Cape Health Department, South Africa

- Responsible for developing and implementing OHS policies and programs, offering guidance and instruction on various safety matters, conducting risk assessments, and enforcing preventative measures to ensure a secure work environment.
- Conducted regular inspections of premises and monitoring of



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Skills

Incident reporting
Occupational health
Workplace inspections
Safety audits
Risk assessment
Safety program development
Root-cause analysis
Teamwork and collaboration
Time management
Report preparation
Resource management
Document management

employee practices to address any non-conformities, such as inappropriate use of protective equipment.

- Oversaw installation and maintenance of safety equipment and the proper disposal of substances.
- Instrumental in providing training to both employees and executives, keeping them informed of safety procedures and protocols.
- Whenever any unsafe acts or processes were observed, the OHS Assistant took immediate action to halt such activities.
- Thorough documentation and investigation of workplace incidents to determine underlying causes, and management of workers' compensation claims.
- Reporting on these incidents and providing statistical data to upper management was a crucial aspect of the role.
- In terms of patient folder management, the OHS Assistant led the reception area's record-keeping efforts.
- Creating and updating patient folders with accurate information, integrating patients into the electronic health management system, and maintaining both digital and paper records.
- Played a key role in health information management. Updating patient data in the electronic systems, generating tally sheets for clinical staff, collecting and verifying completed sheets, and ensuring data integrity.
- Responsible for training interns and providing feedback to staff regarding data accuracy and health performance indicators, which supported overall quality of care provided at the facility.
- Collaborating with IT technicians to address system queries, supporting new hardware installations and warranty monitoring.
- Provided clinical staff with information system aid, escalating issues remotely to the central office when necessary.
- Aiding asset clerks in equipment monitoring and preparing maintenance documents, handling stock orders with attention to minimums and maximums, and reporting discrepancies in deliveries.
- Managed administrative duties such as staff training scheduling, switchboard, and reception oversight, and managing appointments with on-site specialists.
- Assisted with allocating vehicles to nursing staff according to outreach schedules, maintaining accurate logbooks, planning vehicle maintenance, and monitoring driver documentation.
- Oversaw accident reporting and fuel usage verification, ensuring compliance with government transport regulations and submitting relevant paperwork to the district transport office.
- Significantly contributed to smooth operation of the clinic and effective communication within the healthcare system.

2014-06 –
2016-03

Health Data Monitor

The Aurum Institute, South Africa

- Responsible for creating operational reports for the West Coast District, including five sub-districts, using Tier .NET tools, and managing TB data, working alongside Phindile George and Charles Adams.
- Involved capturing and validating data from various sources into the appropriate database, addressing data inquiries from district offices and clinics, and ensuring data accuracy and consistency through thorough reviews of collection forms.
- Monitor performed data reconciliation across multiple databases, focusing on decentralization to maintain data integrity at each facility.
- Identified and resolved data discrepancies through monitoring and manual verification methods.
- Role also encompassed training data capturers and other staff in clinical information systems and patient registers.
- Managed the filing and submission of all data to the respective sub-district and district levels, while maintaining meticulous data management files and documentation.
- Accountable for completing daily time sheets and monthly statistics reporting.
- Ensured supervision and mentorship of Data Capturers across various sub-districts

Education

- July 2023 - **Current** International Diploma – Occupational Health & Safety, NEBOSH – SHEILDS, Online course, Dubai
- 2011 (January – December) - National Certificate of Sound Engineering Diploma, CAE – College of Audio Engineering, Durbanville, Cape Town
- 2008 - High School Diploma, Pearson High School, Port Elizabeth, Eastern Cape