



Diana Pelletier, M.S., C.P.D.M., O.W.C.P.

PROFESSIONAL EXPERIENCE

President/CEO

Pelletier & Associates, Inc. Lake Forest, California

June 2005 to present

- Founded a company specializing in Workplace Productivity Solutions including Injury Prevention, ergonomics, disability management and workers' compensation services.
- Coordinate ergonomic program development with public and private employers including the implementation of system wide ergonomics metrics tracking.
- Developed proprietary ergonomics process management system, incorporating software tools including Ergo Toolset, Ergo Reporting Templates and Ergo Tracking Tool.
- Conducted on-site ergonomic evaluations for office, medical, laboratory and manual material handling positions.
- Conducted training including Basic Ergonomics Awareness, Safe Lifting Techniques, Back Injury Prevention for employees; Program Management and Ergonomics Metric Tracking and Data Collection for EH&S professionals.
- Developed proprietary software for calculation of ROI for ergonomic remediation, Remediation Prioritizer.
- Coordinated Stretch and Flex program development including analysis of job processes, identification of appropriate stretches and development of customized collateral materials.
- Developed and trained Human Resources and Risk Management professionals in the development of Return-to-Work programs, job accommodations and the Interactive Process.
- Provide Vocational Rehabilitation services to injured employees of the U.S. Federal government under the U.S. Department of Labor, Office of Workers' Compensation Programs.
- Conduct Job Analysis including Physical Demands Analysis for modified work assessment and the workers' compensation system.
- Provided testimony to the Workers' Compensation Appeals Board on issues related to employability, diminished future earning capacity and job analysis/job accommodations.
- Responsible for all levels of business management including sales and marketing, account management and training of all personnel.

Director of Training

VES Inc, Irvine, CA

8/1994 – June 2005

- Acted as company liaison to employees to ensure quality casework and provided training to employees on all aspects of professional development.
- Outlined company objectives for growth and development and assisted in implementation of company policies and procedures.
- Completed Request for Proposals for company in an effort to identify new business opportunities.
- Responsible for rollout of specialized company software and coordinated of staff training.
- Provided direct services to employers in reference to disability management including ergonomic workstation analysis and training, return to work program development, modified/alternative work coordination.

- Managed projects related to vocational rehabilitation. Coordinated staff and resources to ensure successful project completion.
- Provided managerial support for all issues related to vocational rehabilitation services.
- Maintained active caseload of vocational rehabilitation clients, including injured employees under the U.S. Department of Labor, Office of Workers' Compensation Programs.

Supervisor**4/1991 – 8/1994****VES Inc, Irvine, CA**

- Responsible for the supervision of vocational counseling office.
- Managed staff of 13, including professional and clerical staff.
- Trained and hired all professional and administrative staff.
- Responsible for service provision to over 300 clients annually.
- Exceeded company financial goals on a regular basis.
- Conducted marketing and sales related activities for office.
- Maintained a caseload of no less than 20 active files.

Senior Vocational Consultant**10/1986 – 4/1991****VES Inc, Irvine, CA**

- Provided vocational rehabilitation counseling services to industrially injured clients pursuant to Labor Code 139.5.
- Conducted vocational evaluation and testing.
- Prepared vocational rehabilitation plans in keeping with state guidelines.
- Conducted on-site job analysis and conducted all related monitoring services.
- Provided job placement services including job development, resume preparation and job seeking skills training.
- Attended all informal and formal conferences, working with insurance carriers, attorneys and Rehabilitation Unit professionals.

EDUCATION

Master of Science in Counseling
California State University, Fullerton

Bachelor of Arts in Psychology
California State University, Fullerton

PROFESSIONAL CERTIFICATIONS

Certified Professional in Disability Management, Insurance Educational Association
Office of Workers' Compensation, U.S. Department of Labor, Rehabilitation Counselor #X101239
Certified Total Trainer, American Society of Training and Development, August 2005
Certified True-Colors Facilitator, June 2006
Certified Rehabilitation Counselor, #29931 (1995 – 2008)

PROFESSIONAL AFFILIATIONS

American Society of Safety Engineers, Orange County Chapter
American Industrial Hygiene Association, Orange County Chapter
American Society of Training and Development, Orange County Chapter

RECENT SPEAKING ENGAGEMENTS

July 2009: “Oh My Aching Back: How to Prevent Strains and Sprains in the Workplace”, Public Agency Safety Managers Association Conference, Buena Park, CA

March 2009: “Maintaining Ergonomics Program in an Economic Slowdown”, American Industrial Hygiene Association, San Diego, CA

December 2008: “Maintaining Ergonomics Program in an Economic Slowdown”, National Ergonomics Conference, Las Vegas, NV

March 2008: “Maximizing Ergonomics Program Efficiency and Effectiveness”, American Society of Safety Engineers, Professional Development Conference, Anaheim, CA

March 2008: “Maximizing Ergonomics Program Efficiency and Effectiveness”, University of California Risk Summit, San Francisco, CA

December 2007: “Ergonomics Program Efficiency and Effectiveness, Best Practices at the University of California, Irvine”, National Ergonomics Conference, Las Vegas, NV

RELATED TRAINING

- Ergonomic Analysis Of The Workplace
- Atlas Ergonomics, Office Ergonomics
- Early Return-To-Work Program Development
- Integrated Disability Management
- California and Nevada Workers’ Compensation Vocational Rehabilitation
- True Colors Teambuilding/Leadership / Myers-Briggs Temperament Type

SPECIAL SKILLS

Bilingual - Spanish