

Jessica Claire

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PROFESSIONAL SUMMARY

Highly motivated female with over 3years management experience and exceptional people skills, looking to join a growing organization as part of the executive team.

CORE QUALIFICATIONS

- Results-oriented
Operations management
Client-focused
Microsoft Office
Computer proficient
Quick learner
File/records maintenance
Reports generation and analysis
Contract negotiation/review/drafting
Financial records and processing
Training and development
Change management
Contract auditing
- Account Management, Advertising, Budgeting, Business Development, Client Relations, Computer Literate, Computer Proficient, Creative Problem Solving, Customer Needs Assessment, Customer Satisfaction, Customer Service, Domestic and International Experience, Expense Control, Internal Auditing, Lead Development, Marketing, Multi-Task Management, Product Development, Project Management, Reporting,

EXPERIENCE

CONSULTANT 04/2014 to CURRENT

Fotheringill & Wade Llc | Plano, TX

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- Conducted detailed site analysis to address project overlapping which led to timely project completion and cost savings.
- Provided onsite training.
- Monitored multiple databases to keep track of all company inventory.
- Prepared departmental contracts for attorney approval.
- Completed all company insurance renewals including property, Workers' Compensation, general liability, cargo and aviation documents.
- Successfully led key projects which resulted in [positive outcome].
- Planned and executed [project].
- Effectively controlled the release of proprietary and confidential information for general client lists.
- Organized and coded all documents related to due diligence for acquisitions.
- Reviewed and provided comments on the adequacy of documents and took necessary steps to cure any deficiencies.
- Prepared correspondence, accounting and financial documents for analysis.
- Completed all company insurance renewals including property, Workers' Compensation, general liability, cargo, aviation and K & R documents.
- Prepared departmental contracts for attorney approval.
- Reviewed and provided comments on the adequacy of documents and took necessary steps to cure any deficiencies.
- Prepared routine legal correspondence and memoranda for attorney partners.
- Prepared correspondence, accounting and financial documents for analysis.

PEOROLOG 08/2012 to 2014

Abb Ltd | San Diego, CA

- Role overview: This role involved proactive implementation of Health, Safety, Environment and Quality activities in support of company's objectives as described in the Corporate and HSEQ policy.
- Main Responsibilities: To provide specialist advice in environmental and HSE matters so that Petrolog can demonstrate sound environmental & HSE management, ensure legal compliance and minimise the potential for litigation or damage to company's reputation Ensure compliance with wide range of environmental, safety and quality regulations Manage Petrolog's database for all regulatory permits and related documents Assist in development of HSEQ improvement plans for the office and offshore units Complete and review environmental performance report each month for all Petrologs' assets Frequent site visits to provide environmental support, assist in ISO 14001 verification visits Contributions to in-house training and competency for example, preparation of computer-based training programmes, presentations and the design of hazard identification animations to improve environmental awareness of all personnel.
- Attendance and provision of feedback on participation with industry networks, forums Environmental Audit Team.

ENVIRONMENTAL SPECIALIST 08/2011 to 08/2012

Ogun Environmental Protection Agency OGEPA | City, STATE

- Act as the environmental representative to business unit regulatory applications and permits Liaised with external consultants with regard to ongoing certification Routine site inspection and site visits to ensure compliance to environmental standards.
- Review of industries EIA's and EIS's and environmental authorisations Participate on regional industrial association committee(s) Develop strong working relationship with community relations & company personnel.

EDUCATION

Master of Science | Oil and Gas Enterprise Management 2015
University of Aberdeen, Aberdeen, United Kingdom

Graduated with Distinction, undertook courses in petroleum economics, project management, geoscience, sustainable development and dissertation on Best Practicable Environmental Option for different energy technologies. Through this course, I developed vast knowledge and business skills needed to analyse and evaluate projects.

Bachelor of Science | Environmental Management 2011
Abia State University, Abia

Four years study majored in environmental management and entrepreneurial development. Course work included remediation techniques, environmental management systems, renewable energy technologies, and dissertation on Environmental impact assessment of a proposed brewery. Graduated with Second class Upper division and CGPA of 4.13/5

Select One

INTERESTS

Travelling, cooking and dancing

PROFESSIONAL AFFILIATIONS

European Energy Institutes

ADDITIONAL INFORMATION

- Personal Interest: Travelling, cooking, dancing, singing, and shopping.

SKILLS

Biology, BSc, Chemistry, Interpersonal, community relations, cost control, clients, database, Drafting, Economics, EIA, English, Environmental Compliance, environmental management, inspection, ISO, legal compliance, litigation, mentoring, Microsoft office, Microsoft Office applications, office, MSc, Enterprise, networks, OIL, personnel, Physics, presentations, Project Management, Quality, Quality Assurance, Report writing, research, Safety, sound, training programmes