

Emily Salinas

San Antonio, Texas Metropolitan Area



emilyrh1058@gmail.com



[linkedin.com/in/emilyrhoward](https://www.linkedin.com/in/emilyrhoward)

Summary

I've stayed motivated in every aspect of life. I work hard to ensure that my employer knows they have a great asset. My objectives lay heavily in success and providing a teamwork atmosphere as well as making sure I provide for my family. I look forward to new opportunities and creating lasting relationships with those I work alongside in success.

Experience



Office Manager

DHW Well Service, Inc.

Jan 2019 - Jan 2020 (1 year 1 month)

I am currently responsible for accounts payables and receivables, as well as administering training material, employee on/off boarding, and managing the office inventory.



Production Assistant

Chesapeake Energy

2016 - Jan 2019 (3 years 1 month)

Receive, audit, and return invoices from multiple vendors. I also have trained an assistant to help with the work load, but have since taken full control of all invoices and processes. As lead auditor, it's my responsibility to save the company as much money as possible. I strive to be the most detail oriented and organized asset.



Service Coordinator

XLA

Sep 2015 - Jul 2016 (11 months)

- As part of the Workplace Team, support and guide employees with workplace requests
- Reserve conference room with/without catering
- Manage all catering for the location for breakfast and lunch, including creating and distributing the schedule each month
- Review and assign tasks for Workplace tickets
- Control seating assignments through the use of census, EMS software, and a seating data base
- Order and maintain supplies for the buildings break room and copy/printer room
- Uphold policies regarding building security by submitting Facility Access Requests and verifying the citizenship and/credentials of each person to enter the building
- Volunteer my help with company events such as Workplace holiday parties, Corporate Cup Event, Food Bank, and smaller charity events and activities



HES Technician

Marathon Oil Corporation

Oct 2013 - Feb 2015 (1 year 5 months)

I supported all departments in their reporting and safety measures. I worked very closely with supervisors to ensure their staff was in compliance with company standards and crews were working safely. Most of my duties included directly reporting metrics to our higher management by gathering data from our field and corporate offices. I also handled most of the SARA Tier 2 reporting and was administrator of our FORC (behavior based safety observation) reporting for all the field offices. To ensure compliance for our field crews, I maintained the FR ordering for employees and kept record of all orders. I was also the go-to for our document retention in Kenedy, TX where I would compile all documents necessary for retention, audit permits, create approval packets for supervisors, and distribute information accordingly. I directly handled all of the H2S monitoring equipments as well as stood as the administrator for the iNet program we used for the monitors.



Leasing Specialist

Trinity Property Consultants

Sep 2011 - Dec 2012 (1 year 4 months)

- Fulfill the leasing needs of residents and prospective customers
- Effectively communicate between management and residents with regards to the property and billing
- Produce lease contracts and fulfill filing needs
- Communicate between residents and the maintenance team
- Produce all marketing material and initiate off-site marketing trips to local businesses
- Actively participate in the cross-marketing, promotion, and collection of all monies donated to local charity event such as the Reindeer Run 2011 and 2012
- Post ads to OnSite, Craigslist, and Relate 24/7
- Conduct and review industry market surveys to ensure the comparable rates of the property

Education



The University of Texas at Austin

Coding Bootcamp, Web Development

2021 - 2021



Stephen F. Austin State University

Bachelor of Arts (B.A.), Advertising

2007 - 2010



Murray State College

Associate of Science (AS), General Studies

2005 - 2007

Licenses & Certifications



Smith Driver Certification



HAZWOPER - Marathon Oil Corporation



Open Water Scuba Diver



SAP PM - Marathon Oil Corporation



H2S Awareness Training - Chesapeake Energy

Issued Jan 2018 - Expires Jan 2019

NA



CPR, First Aid, AED - Health & Safety Institute (HSI)

Issued Nov 2017 - Expires Nov 2019

2437268

Skills

Office Administration • Regulatory Audits • Industrial Safety • Standards Compliance • Leases •
Microsoft Publisher • Lease Administration • Contract Management • Disposition • Customer Retention