**Deshawn Frank**

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**Professional Summary**

A progressive background in the Corporate Administrative field in such industries as Oil/Gas, Engineering, Transportation, and Energy. A team player, who exemplifies strong organizational planning skills and readily adapts to change with a positive attitude, a detail-oriented person with strong communication skills eager to learn new tasks and technology internally and/or externally from the office environment and the ability to interface effectively with all levels of diverse workforce.

**Professional Skills**

Annual Budget Reviews Superior customer service Microsoft Office 2012

SAP IMS (Information Mgmt. System) SharePoint

Kinnser ISO (Information Property Mgmt.) Risk Mgmt. (Corp. Claim)

OGSys system Internet Research

**Professional Experience**

**Burnett Staffing Specialists 2013**

**(2 week Temporary Contract Assignment for Halcon/BHP Billiton)**

Houston, TX

***Administrative Assistant***

* Downloaded information from Excel merge into Word
* Created sensitive material mass documentation for mail out to individual owner
* Mass mail out of sensitive information by individual owner
* Monitored return of mail outs by owner, Monitored through Tax forms and sorted according to instructions
* Researched owner information on OGSys system, Scanned and saved documentation
* Administrative duties as needed, Special projects as needed

**Greater Houston Transportation 2010-2012**

Houston, TX

***Corporate Claims Assistant***

* Served as the Office Coordinator within Claims Department plus the Maintenance & Parts Department.
* Worked side by side with the A/P and A/R Department for check request and distribution.
* Created accident reports and data entry for investigation purposes
* Reviewed claim files for accuracy and completion, Prepared transportation contracts
* Examined and prepared driver contracts, Handled outside Facility Service providers
* Purchase Orders and Invoices, Prepared and maintained Vendor Contracts along with various other duties per the Operations Department
* Prepared, examined and maintained Litigation Binders for lawsuits and negotiations
* Prepared and examined Claims folders for Audits
* Constantly worked daily with all Departments which included the Operations, and Safety Departments
* Prepared and processed Insurance claims, Indemnifications, & Attorney Retainers
* Gathered missing information for supervisory review, Data input for monthly invoices
* Break down of Litigation files, External check preparation, Reviewed Check Request,
* Incoming and outgoing mail

**Hydril 2008 - 2010**

Houston, TX

**Robert Half International 2007 - 2009**

**(Contract Assignment for Excelerate Energy, Corp (Oil/Gas)**

Houston, TX

***Document Control Specialist***

* Data entry input
* Accounting tasks
* Special projects/assignments

**Excelerate Energy/Robert Half Staffing** **2007 - 2008**

Houston, TX

***Administrative Assistant***

* Scheduled appointments, Coordinated travel, Answered phones and directed to appropriate person
* Ordered supplies, Composed Memos, Generated Reports
* Reconciliation of department expenses, Provided support for AP/AR invoices and Expense Reports

**S M & P Utility Resources, Inc. 2005 – 2007**

Houston, TX

***Dispatcher/Claims Assistant***

* Reviewed claims forms and documents for accuracy and completion and obtained missing information as necessary
* Determined claims coverage by examining company records
* Responsible for calculating claim amounts and submitting claims for payment

**Baker Hughes 2000 – 2002**

Houston, TX

***Executive Administrative Assistant***

* Performed a variety of administrative functions
* Scheduled appointments
* Composed memos
* Transcribed notes
* Researched and created presentation
* Generated reports
* Handled multiple projects
* Prepared and monitored invoices and expense reports
* Assisted with compiling and developing the annual budget
* Prepared balance sheets, profit and loss statements, and other financial reports
* Responsibilities included analyzing trends, costs, revenues, financial commitments, and obligations incurred to predict future revenues and expenses
* Reported organization's finances to management, and offered suggestions about resource utilization, tax strategies, and assumptions underlying budget forecasts
* Provided support for functional areas of the Human Resources department, which included recruitment and employment, personnel records, employee and/or labor relations, job evaluation, compensation management, benefits administration, organization development, and training

**Anthony’s Antenna & Satellite 1996 - 2000**

Houston, TX

***Executive Assistant/Office Manager***

* Functioned as the assistant to the Chief of Staff serving as liaison for Department directors and staff
* Handled a wide variety of situations and conflicts involving clerical and administrative functions of the office
* Responsible for confidential and time sensitive material
* Prepared routine and advanced correspondence including letters, memoranda, and reports
* Managed and oversaw the work of others
* Addressed concerns or requests articulated by representatives of federal, state and local agencies, clients, landlords and the general public on behalf of supervisor
* Prioritized commitments made by supervisor and coordinated meeting date, time and other pertinent details with other participants
* Coordinated all travel arrangements for the Executive Team and assisted in preparations for the monthly board meeting and other meetings
* Performed routine clerical tasks such as typing memos, reports, and other documents as assigned
* Logged in all incoming and outgoing mail for the Executive Department
* Prepared the department’s bi-weekly payroll

**Education**

**Major: Business/Associate Degree**

North Harris Montgomery College

Houston, Texas

**Graduation Date: 2005**