**YVONNE DUNGOG LUAGUE**

**37 Judd Rd./P.O. Box 684**

**Siletz OR, 97380**

**Contact No.: 5412703975**

**OBJECTIVE**

To achieve a challenging position in a result-oriented company that would best depict my organization and technical skills where my creative talents, knowledge and acquired skills can be efficiently utilized towards continued growth and advancement.

**KEY QUALIFICATIONS**

* A highly experienced to handle database management application, records maintenance and back up log system and data files demonstrated to gather & compile data accordingly.
* Excellent in computer skills & proficient in the use of Microsoft Packages, Microsoft Office, Microsoft power point, Microsoft access, Microsoft outlook and window based Software; typing speed & accuracy with approximately 45 w.p.m.
* Demonstrated flexibility and excellent organizational skills with ability to prioritize work and function effectively in a fast paced environment within strict deadlines.
* Organizational and time management skills sufficient to independently establish priorities and coordinate and complete competing assignments within established timeframes.
* Demonstrated ability to maintain confidentiality; organize workload to ensure deadlines are met.
* Sufficient to prepare correspondence, technical reports, memos, forms, statistical/technical data entry, etc.
* An energetic technical innovations, with a track record of success developing strong positive vendor relationships and leveraging those relationships to achieve outstanding results and quality performance
* Thorough knowledge & highly experienced to handle electronic documents management system (EDMS) to the portal net.
* Strong ability to analyse and solve problems.
* Strong communication, prioritization and organizational skills:
* Detailed oriented; thorough, meticulous and diligent approach to daily functions.
* Flexible, adapt easily to new people and environments.
* Strong belief in openness and honesty in all personal and business interactions

**PROFESSIONAL EXPERIENCE**

**QATAR PETROLEUM, DOHA STATE OF QATAR OCT.2008-DEC. 31, 2012**

**SENIOR TECHNICAL ASSISTANT**

Responsible for providing professional technical support to Oil and Gas production operations facilities:

* Assist Production Data Analyst in scrutinizing the data related to all Production Operations disciplines. Assist in preparing Schematic Drawings / Sketches using Visio-Tech and other drawing tools, prepares presentation slides in Power Point, prepares and maintains database in MS Access, prepares Forms for Departmental usage and prepares spreadsheets and charts in MS Excel.
* Compile and archive daily RAG & SAG production, khuff and NF fuel gas consumption on daily basis, distribution and flaring at each station.
* To process and maintain statistical data for oil, water, associated gas, RAW NGL, gas lift re-injection gas production using main frame based Production data system, oil and gas Production system and PC’s facilities.
* Compile and archive daily production optimization and statistics reports electronically. To document and archive daily chemical consumptions against production gained and loss reports electronically.
* Prepare Production reports and other Production statistics related data in the required format to appropriate QP departments & managements.
* Prepare and endorse production Data in OGPS system on daily basis and report to data analyst about any possible data constraint or restraint.
* Determine and archive detailed production data inform of electronically, which should easy access to all PDO staff. Archive and develop in MS Access database format and classify the parameters in operation point of view likewise critical and non-critical for modelling and simulation.
* Endorse the analysis/implication reports into relevant files and prepare proper route to process subject matter for final implementations.
* Develop and archive file systems in an alphabetical order of all stations. Determine and appropriate endorsement of variant projects in the pipeline or the projects about to execute as well as existing.
* Absorb and assist to ITD department for new software’s implementation to meet the demand of production optimization division.
* Monitors, follow-up and provide equipments performance reports and recommendation against the finding to resolve the issues.
* To process transport request, equipment trip report through SAP based system application.
* Register & process all technical request Statement Of Request (SOR), request for technical assistance (RTA) & request for field engineering support (RFES). Document and archive all completed action request and their requirements at all Production station. Prepare technical engineering requirements (trends, sequence of events, matrix, cause & events charts) to support the request.
* To provide back-up file documents of all internal and external memos, office-notes of Production department electronically. Prepare engineering database of all project dossier electronically. Achieve and prepare new projects master engineering database of all equipment’s electronically.
* Register and archive production operations transmittal into EDMS. To document and prepare EDMS need analysis reports to meet Production Department requirements.
* Develop individual archive for each Sr. Production Engineer, to render maximum technical support where he needed in virtue of production data.

**SCHLUMBERGER OILFIELD S.A., DOHA STATE OF QATAR 05 MAR. 2006-31 MAY .2008**

**DATA TECHNICIAN/DATA PROCESSOR/QAQC**

|  |  |
| --- | --- |
| PROJECT EXPOSED | **Physical Asset Domain**  **NFMDDB (North Field Multi Disciplinary Database)**  **Total wells : 120** |

* Perform Data Entry (by typing) into **Esearch** and maintain various computer databases
* Perform routine analysis and calculations in the processing of data by bits and sizes of the files.
* Responsible for document QC
* Review, verify, and assess applications and support documents in accordance with established guidelines to follow-up on missing or deficient information.
* Document Tagging / Barcoding
* Digital File Editing, file compiling and Composition using Adobe Acrobat Writer, TIFF Format, VIZEX, CGM Format, JPEG format
* Maintain Logs quality and Analyzing their types, filing, and recordkeeping systems and ensure that all records are complete, accurate and up-to-date
* Maintained Indexing for the creation of work CDs and floppies. Created indexing and produced final product CDs to client.
* Make filtered and unfiltered document transmittal lists
* Performs and handles well reports, scan reports, Meta data update information as well as transmittal scan reports.
* Provided with daily back-ups of critical saved files data.
* Initiate, code, review and process applications.
* Document Handling
* Observes work in progress to ensure that procedures were followed
* Document Scanning
* Document Unbinding and Binding
* Reporting to Direct Supervisor

**TRAININGS & COURSES ATTENDED**

* Oil Processing: Jan. 30 – Feb. 2, 2012 – Doha Qatar
* Corporate Quality & Management System: Dec. 2, 2008 – Doha Qatar
* .Net for IT Programming: Mar. 02, 2002 - University of San Jose Recoletos, Cebu Phil
* C++ Fundamentals: Feb. 23, 2002 - University of San Jose Recoletos, Cebu Phil
* Java Progamming: Feb. 22, 2002 – University of San Jose Recoletos, Cebu Phil.
* Visual C++: Jan. 26, 2002 - University of San Jose Recoletos, Cebu Phil
* Visual Basic 6 Programming: Jan. 16, 2002 - University of San Jose Recoletos, Cebu Phil.

**ACTIVITIES PARTICIPATED**

Active Participation as a volunteer for the 15th Doha Asian Games 2006

**EDUCATION**

University of San Jose-Recoletos, Cebu Philippines

**B.S. in Computer Engineering (Graduated) – (1996-2003)**

**REFERENCES**

**Juma Ali Al-Buainain**

**Qatar Petroleum**

**Production Manager, PD(D)**

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**Jassim Al-Sulaiti**

**Qatar Petroleum**

**Senior Production Engineer**

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