

BRYCE PAYNE

PROJECT MANAGEMENT SPECIALIST

Contact

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Summary

Motivated, hard working, self-starter, looking to take the initiative for you and your company while working in a team environment.

Skills

PROJECT MANAGEMENT

Project Management
Project Coordination
Budgeting
Data Analysis
Project Planning
Statistics
Analytics
Customer Success

MAPPING AND GEOMATICS

Surveying
AutoCAD
GPS
GIS
ESRI
ArcGIS
Geomatics

TECHNOLOGY & SOFTWARE SKILLS

Microsoft Office
QuickBooks
Photoshop
Cloud Software Platform
Visual Basic
C++
SQL
Computer Electronics
Bluetooth Application

PRACTICAL SKILLS

Excellent Communication Skills (Verbal, Written, and Listening)
Management
Multi-tasker
Team-Leader
High level of Intergity
Adaptive
Electronics
Electrical Circuits
Collaboration

Education

Southern Methodist University
Certificate Project Management PMI approved 2015

Texas A&M University-Corpus Christi
B.S. Geographic Information Science (Geomatics) 2012

Austin Community College
A.S. Business Administration 2006

Employment

JP3 Measurement, LLC
Project Management Specialist

Austin, TX
Sep 2015 to Sep 2016

Managed internal projects to maintain high degree of performance and remain within scope and on budget. Assisted in database management. Prepared active project reports and presentations for stakeholder interactions. Planned quality and performance reviews to insure successful handoff and deliveries. Co-developed internal audits For QA/QC and performance of 3rd party labs and vendors. Co-developed 3rd party lab qualification protocol (reducing sample cost, increasing reportable accuracy). Planned and executed expansion doubling size of available workspace.

Field Service Technician

Austin, TX
2013 to 2015

Oversaw and assisted in the installation and calibration of field systems throughout US & Canadian oil & gas space (TX, LA, OK, CO, PA, OH, WV, WY, Can). Serviced and maintained field units. Assisted in troubleshooting and root cause analysis. Assisted in the in-house development of sample input and data storage.

City of Corpus Christi Water Dept.
GIS Analyst I

Corpus Christi, TX
2011 to 2012

Surveying and Mapping Technician. Collected, analyzed, and input data collected in the field (several thousand geolocated data points). Completed geocoding and georectification operations on database applications of spatial data (including pertinent metadata).

The Sharp Shooter
Gunsmith & Sales Clerk

Corpus Christi, TX
2007 to 2010

Utilized computerized inventory software as well as internet resources to properly advise customers and management of technologies and necessary materials and supplies to repair & maintain efficient operation of both store and individually owned firearms and products. Worked with customers to customize and improve the performance of their firearms while balancing store margins and minimizing customer costs. Maintained high level of customer service while maximizing sales and profit margins. Additionally received and maintained 10+ specialty certifications (armory, custom shop, etc.) for different firearm platforms.

Randall Steward RPL
Petroleum Landman

Corpus Christi, TX
2006 to 2007

Courthouse title research emphasizing mineral ownership and guaranteed chain of title. Worked throughout the Eagleford and Barnett Shale region. Chain of title mapping and diagramming. Map building using ESRI ARC Software.

Charles T Holcomb CPA
Accounting Assistant, Tax Preparer

Austin, TX
2004 to 2006

Prepared tax returns for individuals and non-profit corporations utilizing tax preparation software, Quicken, Quick Books and similar accounting software. Examined, organized, and evaluated business records for general bookkeeping purposes. Compiled and calculated quarterly and end-of-year statements for non-profit organizations..

Naval Exchange System
Sales Associate, Shift Manager

Corpus Christi, TX
2003 to 2004

Worked as a sales representative. Operated register, reconciled cash drawer after each shift, prepared deposits, and managed end of day close outs as shift manager. Ascertained inventory requirements; stocked and ordered when necessary. Scheduled and oversaw gasoline deliveries.

Circle K Corporation
Sales Associate

Corpus Christi, TX
2002 to 2003

Worked as a sales representative. Managed register; balanced after each shift; prepared deposits; trained newly hired employees.

Projects

JP3 Measurement, LLC

2013 to 2016

- Managed the install of 50+ field units throughout US & Canadian oil & gas space (TX, LA, OK, CO, PA, OH, WV, WY, Can).
- Oversaw tracking of 7500+ calibration samples for reporting and distribution.
- Created custom reports for internal and customer facing needs.
- Supervised QA/QC testing on individual test cells averaging 4 per field unit.
- Designed test procedures for system components prior to factory release.
- Managed and oversaw expansion operations to double available office space (contractors, budgeting, scheduling, etc.) - Project came in early, under budget, and exceeded expectations of stakeholders.