
SUMMARY

- ❖ Ability to handle sensitive situations and confidential information with discretion. A Long-range thinker, specializing in problem-solving, and end results.
- ❖ Experienced in Oil and Gas Industries / Sectors: Distribution, Manufacturing, Engineering, Procurement, Construction, Offshore, Upstream, Midstream, Downstream.
- ❖ A veteran in Administration, Coordination, Procurement, Travel, Record/Document Management, Production, and Shipping.
- ❖ **Software Programs:**

- Microsoft Office:	Outlook	Word	Excel	PowerPoint	SharePoint
Adobe	Bluebeam	VISO	FileNet	Fusion	Commerce
SAP	Ariba Spend Management		Ariba Guided Buying		Accolade
GlobalShop	DeltekVision	Concur (Administrator - Travel & Expenses)			TEAMS & Zoom

CAREER HISTORY

GRACE - (REMOTE)

February 2023 – July 2023

Project Controls Tech

Entered Purchase Orders, Change Orders, Good Receipts for Project, Company support and Contingent Labor using SAP, Ariba Spend Management, and Ariba Guided Buying. Reconciled POs for Accounts Payable and Receivables. IT Tickets for Contingent Labor to receive company access shared folders and IT equipment. Distributed, Maintained, and collected Hours for Safety used in Project Monthly Reports. Created, formatted, and downloaded reports for Monthly Project Reviews, Gate Reviews and Four Block Presentations using Accolade and PowerPoint. Setup and Transcribed Meetings and distributed MEM / MOM. Accolade Administrator to remove, add and change profile access as needed.

UniversalPegasus International - Houston, Texas

December 2018 – January 2023

Engineering / Procurement / Construction

Senior Project Administrator

Working as the Program Admin for High Profile Client; worked 40+ Projects simultaneously. Assist from project kick-off through completion, including scheduling kick-off meetings, design/model reviews, squad checks and requesting initial documentation from clients, monitoring key engagement tasks, and providing notification of task completions. Intense catering (average 9k monthly), expenses, and scheduling Home Office (8 floors) and two off-site locations, working 20+ calendars for various meetings and engagements; catering up to 8 daily, with >45+ - 6< people per meeting with different religious, cultural & dietary needs. Manage office floor - point of contact and liaison officer for employees and internal/external clients. Contact List and Distribution Groups of 630+ people, in addition to Client Lists of 100+, established and maintained. Effectively and accurately update, generate, and format Projects' and Program's monthly and quarterly reports on staffing metrics, activities, and status for company, vendor, and partner reviews, and submit deliverables under the service line standards. Create and update workflows and Organization Charts for Field, Projects, Departments and, Program entirety. Event Planning, on and off-site, for various project occasions and holidays. Transcribe weekly meetings.

- **Highlight(s)- Works independently without assistance, or on-the-job training. Assisted Accounting and Project Control with loss of documentation and FileNet Cliches, because of personal backup and record management. Reduced number of Project Admin charging because of efficiency and experience. Requested by peers to work on High Profile projects. Received awards/acknowledgment from peers and management. Client References.**

Atec, Inc - Stafford, Texas

November 2017 – January 2019

Design / Manufacturing / Engineering

*NASA, BOEING, USDOD *** Aerospace Primes, Airlines, MROs, Engine OEMs, and Energy Services Majors*

Engineering Coordinator

Procured office supplies, parts, inventory, raw material, freight, etc. to support Manufacturing and Engineering needs. Responsible for development and implementation of specific engineering projects in such areas as construction, mechanical, manufacturing, electrical, computers, and information technology (IT), for customer and internal documentation. Retrieved bids and quotes from vendors/suppliers to create purchase requisitions. Prepared and assigned designees for quote packages, ITAR, and Government policies and procedures, including travel, parts, finishes, labor, and/or any requirements. Reviewed & created Contracts to implement clients' requirements and procedures. Standardize confidentiality procedures and restrictions. Managed inventory entry and analysis to compile necessary data for generated reports. Created, edited, and formatted documents for Engineering, Manufacturing, and Business Development, for new and/or current procedures, quotes, and forms. Reviewed, QC'd, and memorized drawings, specifications, and other documents concerning assigned projects. Routed and consolidated receipts; applied charge codes for expenses for the company and corporate employee credit cards statements. Space Convention Attendee.

- **Highlight(s) – Implemented new checking and corresponding procedures. Adjusted Invoices Payment Dates to get Full Discounts. Updated purchasing timelines to have materials on the ready. Started Quality Checks on all previous Documents, and modernized Filing Systems.**

Amec / Amec Foster Wheeler Oil / Wood - Houston, Texas

February 2013 – July 2017

Engineering / Procurement / Construction

Exxon (Kizomba Project, in Luanda, Angola), and YCI (Yuhuang Methanol Chemical Plant Project, in St. James Parish, Louisiana)

Lead Project Administrator / Travel Coordinator

Intensive Worldwide Travel Arrangements – Coordinated Automobiles, Lodgings, and Flights; 50 Expat Rotation flights and 150+ employees. Intense expense reports for catering, flight, personnel, and projects expenses (Corporate Personal Card 100k limit). Prepared visas, vaccine records, and corresponding travel documentation, policies, and health and safety required support. Emergency Contact for Families and On-Call Emergency Retrieval Life Flight Coordinator. Resolving administration issues related to the project and organization (500+ people). Site and Home Office - IT Request for software, hardware, shared drives, metadata systems, laptops, HW/SW, cell phones, and office phones. Maintained international and domestic demobilization and transfers, as required. Site & Home Office Shipments – Documents, Supplies, and Equipment. Instated and initiated Project Contract Briefs. Participated in building HSSE walk-around and established lessons learned. Distributed correspondence, updates, and compliance regulations to Project Teams, Departments, and Clients – Interface. Updated and distributed contact lists, ex-pat rotation schedules, project calendars, shared drives, guides, policies, and procedures. Formatted and implemented documents, templates, PowerPoint presentations, deliverables, plans, and reports. Collectively gathered Engineer, Site, and Construction updates for Monthly, Bi-Weekly, and Weekly Reports. On and off location setup, organization, and reviewed venue contracts for project events and meetings. Designed, purchased, and distributed event memorabilia and team-building incentives.

- **Highlight(s) – Set up the global transition between Travel Agencies for Americas sector and implemented the new system (Concur) and trained corporate employees.**

Newman's Valve - A Cameron Joint Venture Company - Stafford, Texas**April 2011 - January- 2013***Manufacturing / Distribution***Project Administrative Assistant / Vendor Data**

Collected data from multiple branches & departments including Sales, Engineering, Overseas Factories, Contract Administration, and Customers, compiled all required information, and submitted transmittals, drawings, procedures, and manuals. Accounts Payable & Invoicing. Oversaw the development and maintenance of quality assurance turnover of documentation as required by the customer's contract. Contract briefing; Initiated, classified, and recorded project documentation. Maintained Vendor, Client, and Manufacturing relations, and associated documentation. Added, and updated documents to Major Capital Project (MCP) Document Management Systems. Provided status tracking and expediting of all documentation for vendors, semis, loading docks, ports, and Stateline's. Weekly Status meetings with Sales, Engineering, Customer, Client, and Contract Administration departments.

Project Shipping & Receiving Coordinator

Liaison / Primary Source of Information / Coordinator: Clients, Vendors, 3rd Parties, Contract Admin, Warehouse, Agents, and all other nationwide branch offices to ensure expeditious handling of the customer's and company logistics requirements. Scheduled/Ran 3 crews, 9 warehouse personnel, (packers/ loaders/ quality checkers) for work orders, packing, and shipping to provide, efficient and effective planning for production activities and commitments. Forklift Licensed. Physically Q/C'd for incoming and outgoing shipments and containers. Recruited and/or terminated Freight and Transportation Companies- Acquired several Semis, Flatbeds, and Pickup trucks daily for local, statewide shipments and cargo drops. Ensured timely account submissions of invoices, receivables, and payables. Schedule all Hydro VAC and special finishes per the Client's needs. Produced and processed, customs paperwork, packing slips, BOL, and airway bills for international and domestic shipments.

- **Highlight(s) – Updated Logistics pickups/deliveries, staging and tagging procedures to save three days in manpower for tagging parties, and early release, each day, for job completions.**

Daily Shipping & Receiving Coordinator*Promoted*

Dynamic Flow Computers, Inc. - Stafford, Texas**May 2006 - February 2008***Design / Manufacturing / Engineering / Distribution***Production Coordinator – Procurement / Buyer**

Coordinated companies' production, procurement, shipments, materials, and inventory for each project, while assisting in all operations of production procedures. Produced and processed Purchase Orders, Sales Orders, and Invoices. Recruited, terminated, trained / cross-trained, and managed 7 employees, for accounting, sales, shipping, manufacturing, and production positions. Controlled and managed departmental records for purchase orders, invoices, shop orders, overseas customs facilities, and border protection paperwork. Purchased and sold inventory, office supplies, flow computers, parts, and components. Accrued new vendors and clients to collect data for new and upcoming projects and events. Traveled 30% to set up and participate in the Oil and Gas Conventions. Visited part manufacturing companies, sites, and refineries for quality and assurance. Responsible for logistics services and related information between the point of origin, and the point of consumption, to meet customers' and regulation customs requirements (Packing slips, BOL, and Air Way Bills).

- **Highlight(s) - Revised departments' operating procedures saving four hours of labor hours each week. Researched competitive shipping prices with numerous delivery services - 10% monthly savings. Saved 30% monthly gross and accrued new revenue, buying, and selling unused or discontinued parts. *** Maintained all jobs below, when needed *****

Shipping & Receiving Manager

Received and documented incoming and outgoing shipments, prepared shipping documents, mailing labels, and ensured order quality. Processed purchase orders and daily receipts; notified departments of deliveries and shipments. Daily Packed, shipped & Q.C. company's Flow Computers and Measurement Instruments. Cycle counts- counted, replenished, and distributed parts and components for kit assembly. Researched and computed, national and international freight, postal rates and recorded the weight and cost of each shipment. Documented time for (12) employees' timesheets for Human Resources.

Quality Control Inspector

Inspected software and hardware packages for flow computers, interrupted production errors for shipments prepared daily. Reported and documented repairs or replacements for cost and material analysis.

Technician

Maintained, troubleshot, and repaired computer systems and related equipment. Assembled and manufactured flow computers and optional hardware for the Oil and Gas operators. Responsible for the calibration, testing, operation, and maintenance for all the measurement computers including, positive meters, orifice meters, ultrasonic meters, flow computers, and communications devices.