

Colleen Leonard
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Work experience:

Aug 2020 to Feb 2024

Field Administrator

Pembina Pipeline – 701 Lakeland Drive Sherwood Park

Kerry Rochon (780-217-4399)

- Responsible for monthly budgeting & accruals for various sites
- Processing purchasing requests and invoices in SAP
- Attend monthly safety meeting and updating safety meeting minutes
- Blackline Safety device administrator

Nov 2020 to Aug 2022

Warehouse Administrator/HSL

United Farmers of Alberta Cooperative Edmonton Distribution Center

Gurvinder Sahota (587-341-9155)

- Responsible for creating and editing Farm Store and Petroleum Agent daily orders following a strict deadline (using MS Dynamics and exporting to SAP).
- Assisting Agents and UFA Transport with expediting orders.
- Assisting and/or filling in for other Administrators.
- Assembling shipping packages daily for drivers.
- Generating reports for KPIs daily using Excel and/or SAP.
- DC site Health & Safety Lead, site Safety committee co-chair, member of Corporate Joint Workplace Health & Safety Committee.

Jan 2018 to Mar 2019

Train Conductor (safety sensitive position)

CN Rail, Walker Yard Edmonton AB

Brandon Comparelli (587-334-4939)

- Ensuring compliance with all train orders, signals, railroad rules and regulations related to safety and operations
- Providing and receiving various forms of oral and printed instructions concerning the movement and placement of rail cars.
- Assembling/dismantling trains in the rail yard, and picking up/setting off rail cars en-route.
- Observing, interpreting, and relaying signals to ensure safe train and locomotive movement.

- Operating track switches to change locomotive and rail car routes.
- Inspecting the condition of a train and equipment.
- Making effective decisions when in unfamiliar locations or emergency situations.
- Communicating effectively with the Rail Traffic Control center, other train crews and other departments on a regular basis via handheld radio.
- Operative locomotives remotely via Belt-Pak operation.
- Operating various devices on rail cars and locomotives, such as uncoupling levers and handbrakes. Climbing on and off ladders of moving rail cars. Grasping and holding objects while riding the side of a train.
- Writing and passing safety and rules exams.

June 2011 to Jan 2018

Plant Administrator (safety sensitive position)

TransAlta Cogeneration Partnership in Fort Saskatchewan AB at Dow Chemical

Bill Grant, plant manager (780-998-8691)

- Manage all administrative functions at the plant including: accounting, Requisitions for PO, Reservations, RFQ's, data entry and processing, Materials Management, Warehouse Management, financial reports, budgets and monthly forecasting using an integrated SAP data processing system and MS Excel.
- Ability to interact with multiple stakeholders including Operations, Maintenance, Finance, Commercial and EH&S.
- Receive, input and process data for a variety of reports, accounts, records, and logs, utilizing various electronic and hard copy filing systems and updating Library index
- Provide secretarial support including the preparation of clerical material and spreadsheet type data in an accurate and efficient manner.
- Provide support for meeting minute notes/agendas.
- Responsible for the administration of the Joint Venture budget and for all expenses at the plant level, including regular O&M and Major Maintenance costs.
- Receive external and internal plant telephone inquiries and visitors, handle travel arrangements and purchase office and plant supplies/equipment as required.
- Escort visitors and deliveries onto Dow site, responsible to setup Dow orientations and site ID requests as required.
- Assist in the training of new staff as required, setup Dow accounts for new employees and assist new employees on Dow required training courses.
- Sign contractor time sheets.
- Complete monthly and annual Stats Canada electrical surveys.
- Photocopying, distributing and filing related material.
- Create and process requisitions for purchase orders.
- Organize and control the functioning of the plant warehouse including control over receiving, shipping and material inventory. Monitor and maintain inventory and cycle counts.
- Collaborate with Dow personnel to ensure timely ordering of parts for all work orders.
- Update Dow SAP maintenance program when parts arrive using Dow computer.
- Responsible for ordering and follow-up on ordered parts, reviewing T&C's, receiving and kitting & staging of parts (IE: turbine parts, pumps, switches, valves, bearings, seals, consumables, E&I, etc.)
- Data entry into SAP and processing goods receipts, coding non-PO invoices,

contacting vendors for invoices if past due.

- Using Struxure software for creating, maintaining part numbers and cross-referencing. This includes having the ability to categorize new parts in the system with the correct naming structure and attributes.
- Responsible for maintaining over 2,000 parts in the warehouse (>\$1M) for all the areas of the plant, including Gas Turbine (GE 7EA Frame), Steam Turbine, HRSG (Heat Recovery Steam Generator), WSAC (Wet Surface Air Condenser), and Boiler Feed Water area.
- Responsible for ordering chemicals, place orders on Dow MTL (master task list).
- Manage plant processes relating to Standards & Procedures, Health and Safety, Environmental, and Material Safety Data Sheets.
- Generate monthly invoices to Dow Chemical for both electrical and capacity payments.
- Reconcile TransAlta Pro-card transactions monthly for plant manager and others.
- Assist Calgary personnel with project executions, movement of major maintenance parts being stored or shipped off site for refurbishment.
- Provide additional support to the Gas Projects Team as required during plant shutdowns.
- Perform yearly account reconciliation for the plant.
- Follow MOC procedures.
- Update employee training profiles in DART LMS (learning management system).
- Ensure all personal TransAlta and Dow training requirements are met.
- Attend all Dow monthly communications meetings.
- Perform monthly Dow BBP safety and housekeeping audits.
- 2012 FSCP Major Inspection Execution Team
- 2015 FSCP Hot Gas Path Inspection Execution Team
- 2016 FSCP Combustion Inspection Execution Team

Feb 2010 to March 2011

Purchaser

Bill's Plumbing & Heating Ltd. in Banff AB

- Sourcing and purchasing of parts (approx. \$500K - \$1M per year);
- Creating and issuing purchase orders;
- Creating work orders and delegating jobs to technicians;
- Completing work orders and billing;
- Completing cash and credit card transactions;
- Shipping & receiving;
- Inventory maintenance;
- Document preparation;
- Meeting with agents and reps;
- Accounting assistance – A/P;
- Year-end inventory count.

I completely reorganized the inventory of almost 3,000 parts, including assigning bin locations, standardizing and streamlining part descriptions for easier searches. Determined which parts to be obsolete.

Nov 2000 to Mar 2006

Purchasing & Logistics Manager

Boreal Laser Inc. in Devon AB

- Sourcing and purchasing of parts from local and international suppliers (> \$1M per year);
- Creating and issuing purchase orders;
- Approving invoices for accounts payable;
- Packaging and shipping completed systems to customers world-wide, which included dangerous goods, use of HS Tariff codes and obtaining export permits from Ottawa;
- Coordinating international returns from customers for rentals or repairs;
- Knowledge of different shipping procedures between different international courier companies, agents, freight forwarders and airlines;
- Document preparation;
- Managing and handling of petty cash (\$1,000 float);
- Meeting with local suppliers, distributors and brokers to resolve issues and get product updates;
- Designed and purchased flooring and furniture for 1600 sq foot office expansion;
- Local pickups and deliveries.

I left Boreal Laser's employment after a one-year maternity leave.

Nov 1995 to Nov 2000

Service Department Coordinator

Williams Wireless Technologies Inc. in Edmonton AB

- Delegating service work to technicians;
- Document preparation and completing work orders;
- Completing cash and credit card transactions;
- Coordinating rental equipment to and from customers' work sites;
- Inventory control: issuing parts to technicians, annual inventory counts;
- Created Bills of Material (BOM);
- Shipping & receiving;
- Technical assistance: analog cell phone programming, vehicle equipment installation;
- Maintaining technicians' time sheets and productivity reports (WIP);
- Accounting support: accounts receivable, bank deposits, end-of-day reports;
- Receptionist duties: greeting customers and answering phones;
- Used AAC PAC Plus (DOS based) software extensively.

More about me professionally:

- I am comfortable in a heavy industrial, office or shop environment
- I am able to effectively work alongside engineers, office personnel, customers & vendors
- I have strong grammar and spelling skills
- I am able to make tough decisions (prioritizing)
- I am capable of using tools
- I hold a valid Alberta class 5/6 driver's license
- I have a valid Canadian Passport

- I can pass a Police/RCMP security clearance check (former bylaw enforcement officer at Edmonton Municipal Airport, previously held P.I. license)
- I am able and willing to commute and/or travel as necessary
- I am willing to upgrade my education (or obtain any certification that's required)
- I treat people the way I want to be treated
- 2013 President's Award recipient for Plant Safety (team award)
- 2014 President's Discretionary Award recipient (individual award)
- 2016 President's Award recipient for Plant Safety (team award)

More about me personally:

- Very dedicated to my family - spouse of over 24 years and our 18-year-old twins.
- I like to keep things simple and uncomplicated.
- Love to cook, travel, read, play hockey and volunteer.
- Assistant Coach for Josephburg MHA Atom Tier 3 (goalie coach) in 2016/2017
- Assistant Coach for Strathcona MHA Novice C1 (goalie coach) in 2013/2014 and for Novice D2 in 2014/2015
- Biathlon course official for 2012 Alberta Winter Games

Education:

2018 – C.R.O.R. rules qualified (Canadian Rail Operating Rules)

2013 – S.A.I.T. Power Industry Overview

1999 - N.A.I.T. computer courses (SQL Server, C++)

1991 – Edmonton Journal - 3rd year apprentice printer

1986 - Louis St. Laurent C.H.S. in Edmonton AB – graduated with HS diploma

Other courses & experience:

SAP (MM): Reservations, Requisitions, Goods Receipt, Goods Movement, Inventory & Cycle Counts

MS Office (Outlook, Word, Excel)

First Aid

TDG

WHMIS

MSDS

TZAR 100 (records hazards and near-misses)

FLHA (Field Level Hazard Assessment)

EH&S

Safe Start [™]

References:

Christine Cecchetti (known for over 29 years)
780-720-7438

Christine Lario – CGA (known for over 8 years)
780-951-9273