



## Overview of Qualifications

- Self-motivated individual with a developing expertise in Oil & Gas Industry.
- Experienced in operating and controlling process control systems and equipment.
- Effective at equipment maintenance, inventory control, records management.
- Versatile and proactive problem solver with excellent interpersonal skills.
- Proficient in PTC MathCAD, HYSYS Software, and Flow Chart Design.
- Highly adaptable to ever changing circumstances within a demanding environment.

## PROFESSIONAL EXPERIENCE

### All Equipment, Inc., Baton Rouge, LA

#### Administrative Assistant • Feb 2014 – Present

- Provide high-level administrative support by handling information requests, answering phone calls, writing/editing documentation, and performing other clerical functions.
- Reconcile order acknowledgements with invoices and packing slips for over 10 sites.
- Log and review weekly paperwork from the supervisor at different sites.
- Arrange travel plans for the IEC (Independent Electrical Contractors) board members.
- Maintain supplies inventory by placing orders for supplies for the office, break room, and field.
- Enroll and monitor the performance of the apprentices in the IEC Apprentice Program.
- Assist HR Manager with reviewing candidates' applications and employee benefit packages.
- Provide support to the Project Engineer and Project Coordinator in creating panel schedules, production orders, jobsite books, operations and maintenance books.
- Plan and organize company events, such as corporate parties, holidays, etc.

### Innovative Solutions, Baton Rouge, LA

#### Administrative Assistant & Accounts Payable/Receivable Clerk • Sept 2006 – Oct 2013

- Formatted, proofread, and edited letters, reports, and technical memos.
- Printed and shipped reports and permits to clients and government agencies.
- Assisted the Accounting Dept. with accounts payable/receivable by entering incoming invoices, editing project invoices and mailing them to the clients.
- Arranged travel plans for staff to client sites; set up accounts with hotels/car rental companies.
- Provided support in planning company events or coordinating employee training sessions.
- Entered expenses into the database; maintained timesheets and reviewed employee expenses prior to sending them to accountant for approval and payment.
- Transcribed the weekly meeting notes in real time for display on both overhead projector and online web meeting.

### Vostro Construction, Baton Rouge, LA

#### Closing Coordinator • Aug 2005 – Jul 2006

- Received promotion to the Closing Coordinator with the management recommendation.
- Utilized MS Office Suite and other software to keep track of the closing numbers, the buyers' "vitals", and to finalize closing paperwork.
- Communicated with Title, Mortgage, Home Consultants, and builders to ensure the smooth experience of homebuyers.
- Maintained and reviewed reports to track sales, closings, and visitor numbers.
- Prepared and distributed reports for senior and corporate management.

- Served in the role of a Sales Coordinator and SalesLink Administrator.

**Vostro Construction, Baton Rouge, LA**

**Receptionist • Dec2004 – Aug 2005**

- Answered and directed incoming calls on a multi-line phone system.
- Distributed faxes, memos, and mail across the northern office area.
- Filed engineering letters in the house files.
- Ordered supplies for the office and 15 communities in the Northern Division.
- Assisted with the implementation of special projects for the Division President and Vice Presidents; wrote quarterly review sections.
- Provided guidance in rectifying billing issues with Xcel Energy.

**Pro Business, Inc., Baton Rouge, LA**

**Drop Ship Coordinator/Purchasing Clerk/Vendor Return Coordinator • Jul 2003 – Nov 2004**

- Directed and oversaw the order shipment process from the vendor warehouse.
- Coordinated with the Drop Ship Vendors on returned, incorrectly shipped, or damaged products.
- Verified charges for merchandise and shipping prior to forwarding invoices to the accountant.
- Ensured all damaged products were properly handled in accordance with vendor specifications.
- Assisted with special projects for the control buyers; created, faxed, and filed purchase orders.

**Pro Business, Inc., Baton Rouge, LA**

**Assistant Trainer/Seasonal Lead • May 2002 – Jul 2003**

- Trained new employees and updated staff on new policies and procedures.
- Served as a Seasonal Lead during peak times and holidays.
- Acted as a Saturday Morning Manager, coordinating and supervising 50 employees.

**Pro Business, Inc., Baton Rouge, LA**

**Customer Service Representatives • May 2001 – May 2002**

- Took and processed orders for six catalogs; entered orders into the system.
- Assisted new employees in providing customer assistance.
- Scanned photos into company computer systems for personalized orders.
- Ensured all products did not infringe on privacy laws and were not explicit.

## EDUCATION

**Southeastern Louisiana University, Lafayette, LA**

- **The Keys to Effective Editing Course Completion • Apr 2014 – Jun 2014**
- **A Writer's Guide to Descriptive Settings Course Completion • Mar 2012 – May 2012**
- **Writeriffic: Creativity Training for Writers Course Completion • Jan 2012 – Mar 2012**
- **Grammar Refresher Course Completion • Feb 2010 – Apr 2010**
- **Write Fiction Like a Pro Course Completion • Jul 2008 – Sept 2008**

## SKILLS

- MS Office Suite • InFocus Software • Decision Making • Planning & Prioritizing • Organizational Leadership
- Flexibility • Analytical Thinking • Multi-Tasking