

Profile

Administrative support professional offering versatile office management skills and proficiency in Microsoft Office programs. Strong planner and problem solver who readily adapts to change. Works independently and exceeds expectations. Able to juggle multiple priorities and meet tight deadlines without compromising quality.

Education

Westwood College online, 2013
Graphic Design
Undergraduate

University of Phoenix, 2011
Software Engineer
Undergraduate

Work History

*Magellan Midstream Partners/Plains All-American Pipeline
Terminal Operator/Administrative Assistant
March 2011-November 2014*

*Plains All-American was bought out by Magellan Midstream Partners. My position was eliminated, so I was transitioned from administrative assistant to terminal operator.

Terminal Operator duties:

Monitor process indicators, instruments, gauges, and meters in order to detect and report any possible problems.
Start pumps and open valves or use automated equipment to regulate flow of oil in pipelines and into and out of tanks.
Verify that incoming and outgoing products are moving through the correct meters, and that meters are working properly.
Gauge products transferred to and from tanks, trucks, and pipelines.
Perform valve lineups, switch and tank changes as required to move products in and out of storage.
Work diligently and follow all safety requirements to prevent product contamination, spills and avoid product loss.
Input information into computer programs and other system applications as required.
Maintain location appearance, repair and replace equipment, maintain facility in exemplary compliance.
Perform tank inspections, make analyses of tank contents and prepare records as required, make routine daily inspection of facilities.
Assist drivers and customers, perform truck rack operations duties.

Administrative Assistant duties

Book pipeline tickets
Book Bill of lading
Proctor all field employees with E-Web OQ tests
Complete all quarterly clarity net safety tests in timely manner
Coordinate travel arrangements for executives
Assist with coordination of meetings and meal preparations
Order and inventory office supplies

Work History cont.

US Federal Government RMRC, Finance Analyst (contractor)

Jan. 2010 – June 2010

Analyze government documents to ensure they are in compliance with incoming invoices via email for contracting vendors.

Assist finance department with backlog problem by tracking invoices that cannot be paid due to insufficient paperwork (create spreadsheets and databases to track this information).

Front Desk Administrator, RW Specialties

Sept. 2001 – Dec. 2009

Operate communication systems, such as telephone, switchboard, intercom, two-way radio or public address.

Answer incoming calls, greeting callers, providing information, transferring calls or taking messages as necessary.

Page individuals to inform them of telephone calls, using paging or interoffice communication equipment.

Relay or route verbal messages.

Perform clerical duties, such as typing, proofreading, accepting orders, scheduling appointments, and sorting mail.

Answer simple questions about clients' business, using reference files.

Mail clerk duties such as seal or open envelopes, by hand or by using machines; affix postage to packages or letters by hand, or by using machines.

Create custom-made closet systems requested by customers using AutoCAD software.

Skills

- | | |
|-------------------|-------------------------------|
| -Microsoft office | -Google Documents |
| -Oracle | -Travel arrangements |
| -Iris database | -Gmail |
| -Markview | -Safari |
| -Cognos | -Certified in first aid & CPR |
| -ClosetSketch CAD | -Desktop publishing |
| -DesignPro CAD | -Multi-line phone switchboard |

References

Tom Swallow, Magellan Midstream Partners
303-877-5071

Shawn Frerichs, Sinclair Oil
720-365-8797

Justin Nicholson, Plains All-American Pipeline
303-880-6449

Darrell Stewart, RW Specialties
303-548-5570

Mark Varela, RW Specialties
303-289-2226