

theresa finley

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I have learned to wear many different hats to help Superintendent and job be successful, the more you

know the more valuable you are.

I am currently taking my OSHA 10 and 30 to help more in the Safety department as well.

I would like to eventually become a Project Manager

Willing to relocate: Anywhere

Work Experience

Safety Coordinator

Schwob Energy Services - Rangely, CO

July 2021 to December 2021

Order and inventory all PPE needed to complete the job, review all JSA's and approve on a daily basis, scan all daily JSA's, work permits, daily turnovers and all other paperwork on a daily basis to client..do all new hire orientation, make sure all employees were put into veriforce and OQ them as needed per clients specs. Take ppl to random ua's when needed. Attend bi-weekly safety committee meetings and order the food for them. Do all equipment training as needed. Do monthly inspection of all rigging, tools, fire extinguishers, and all welding rigs. Attend weekly safety meeting and turn in weekly safety report to corporate office. Order any material or parts that might be needed if admin wasn't available. I have my OSHA 30 as well as I am Veriforce trainer authorized

Material Handler, QA/QC Technician, Field Admin

Schwob Energy Services - Dallas, TX

November 2017 to March 2020

Protected company inventory with well-organized and secure storage areas.

Recorded accurate unit quantities and entered data into inventory database to facilitate records maintenance.

Alerted purchasing team of shortages or damaged goods identified when unloading trucks.

Cleared aisles, swept floors and reorganized inventory to keep cone neat and remove obstacles.

Transported material to correct locations and documented inventory changes.

Organized efficient daily work plans based on oral instructions and written directions to meet challenging objectives.

Cleaned and removed debris from shipping and receiving sections to prevent accidents and keep areas clear.

Demonstrated knowledge of industry best practices and company protocols.

Palletized boxes for easy movement and shipment.

Held accountability for inventory and property under command.
Braced, padded and supported shipments to prevent shifting and damage.
Developed storage and space utilization plans for specific commodities and equipment.
Responded to job-related inquiries from supervisor quickly and professionally and provided updates on anticipated task completion times.
Managed full range of warehousing activities including receiving, storing and shipping.
Coordinated incoming and outgoing shipments and placement of materials to meet scheduling requirements.
Identified production concerns and worked with supervisors to understand and remedy situations.
Noted changes during testing in project documentation.
Coordinated schedules, administrative functions, quality assurance and process improvements.
Made travel arrangements by researching and scheduling flights, car rentals and hotel accommodations
Recorded meeting minutes for documentation purposes and disseminated to Superintendent
Backed up human resources department in handling benefits paperwork, employee incident reports and data entry to maximize team efficiency.
Prepared packages for shipment by generating shipment invoices and setting up courier deliveries.
Reviewed documents and obtained additional information to complete accurate paperwork and avoid delays.
Scheduled appointments on behalf of staff members to keep office operations smooth and efficient.
Replenished office supplies when inventory became low and placed new orders for restocking.
Supported clerical needs of more than 1 superintendent, 1 asst superintendent and 8 to 10 foreman, including taking messages, scanning documents and routing business correspondence.

Field Administrator

Crossfire LLC - Durango, CO
July 2017 to November 2017

Weekly time keeping
All new hire paperwork and send to the main office
Get quotes and P.O.'s for all material needed
Take all notes at daily meetings
Run and get material as needed
Helped Qc update books
Hi-light P and IDs as needed for foreman's
Schedule Welder tests as needed
Help safety scan and send paperwork to main office

Tig Welder

Front Range Fabrication - Longmont, CO
March 2017 to June 2017

Tig weld pipe for installation in multiply breweries

Dietary Manager

Sierra Vista Healthcare Center - Loveland, CO

December 2014 to March 2016

Order food, prep and cook for residents, do inventory, hire and train staff. Put food delivery away, fifo, do weekly schedule. Had weekly meeting with residents to discuss weight and if there was any food they would like.

Education

High school diploma

Skills

- ADMINISTRATIVE SUPPORT
- CUSTOMER SERVICE
- SHIPPING
- OPERATIONS
- INVENTORY
- Kitchen Management Experience
- Kitchen Experience
- 10 Key Data Entry
- Purchasing
- QA/QC
- Fabrication
- Restaurant experience
- Serving

Certifications and Licenses

ServSafe

Assessments

Spreadsheets with Microsoft Excel — Completed

December 2021

Knowledge of various Microsoft Excel features, functions, and formulas

Full results: [Completed](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Additional Information

SKILLS

Sales Administrative support

BOL knowledge MS Office

Process management Project organization

Materials handling and transport Problem resolution

Shipping operations Customer service

Freight labeling 10 Key calculator

Inventory organization Build job books and turn over

Relationship development packages as need

between Superintendent and

Client