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# Résumé & Cover Letter Samples



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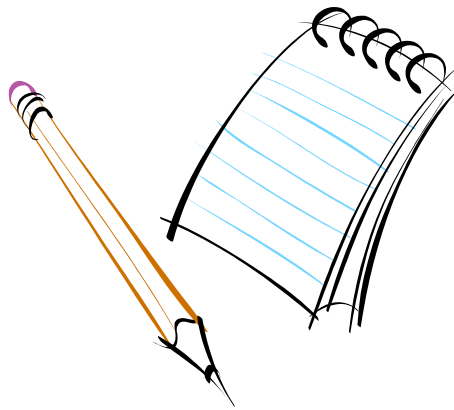
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# Cover Letter Samples



# Michael Branson

44 Brown Street  
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AUSTRALIA  
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E: mbranson44@hotmail.com

28 January 2014

**Re: Roughneck/Floorman**  
**Location: UK, North Sea**

Dear Sir/Madam,

Trained and experienced in emergency response, equipment maintenance and optimisation in the Australian mining industry with a commitment to upholding HSE standards, I wish to be considered for the above position with your international drilling and well service company in the Scotland region as advertised on [www.odfjelldrilling.com](http://www.odfjelldrilling.com).

A physically fit and energetic individual with a strong work ethic, I am willing to work various shifts/rosters offering my 100% dedication, flexibility and commitment to travel/relocate and perform all tasks to a high standard. Throughout my career spanning 10 years as a dedicated, hardworking and reliable team member, I have demonstrated a wealth of relevant skills and expertise with a desire to make a career transition into the international oil & gas industry.

I have assumed various positions including my current role as Emergency Management Officer at Rio Tinto Iron Ore, Western Australia where I perform a diverse role from medical treatments, confined space and working at heights rescue plans to various types of emergency onsite. I capably support the Emergency Management team to ensure the effective prevention, preparation and coordination in the event of an emergency situation in line with all statutory requirements and company policies acting as the Emergency Management Response Team Leader and coordination point for emergencies as well as playing a key role in the security of operations.

Previous experience includes my position as Shotfirer/Operator at Rio Tinto Iron Ore and Shotfirer/Surveyor at Orica Mining Services during which time I performed duties such as leading the blast crew whilst ensuring and promoting safe work practises, adhering to company values and procedures together with the management of daily blast crew activities including ownership of explosive and regulatory magazine control.

Confident I would make a valuable contribution, I welcome the opportunity to work within the North Sea Operations as a Roughneck/Floorman with the capacity to perform a broad range of responsibilities relating to Rig Start up - Platform Rig, Drilling Operations, Platform Rig, Emergency Response, Fire, Accident & Rig Abandonment. Highly experienced in emergency response, I have the ability to identify conditions onsite that could lead to an emergency, act accordingly in emergency situations with a good understanding of rig abandonment procedures.

A self-motivated, performance and achievement orientated individual, I take responsibility for achieving outcomes, meeting targets, contributing to meetings, mentoring/training staff, accountable for advice, leading by example and devising ways to improve workplace systems and procedures. During my employment at Rio Tinto, I have successfully responded to a multiple mid-air medical emergencies on flights to work, consistently met KPI's for 3 consecutive years, relieved in the role as Emergency Management Coordinator and have been awarded the "Emergence Response Team Member of the Year 2009."

Committed to undertaking ongoing training, I have completed courses including a Certificate IV in Health Care (Ambulance), Certificate IV in Training and Assessment, Certificate III in Mine Emergency Response & Rescue, Certificate IV in Health Care (Ambulance), Gas Test Atmospheres, Respond to Aviation Incidents (General) and various other courses and accreditations. I look forward to achieving safety objectives with experience driving a high safety culture, zero harm approach and overseeing 100% compliance to safety management systems.

Please find attached my résumé that outlines my relevant experience and suitability for this exciting opportunity. Thank you for your time and consideration in reviewing my application. Should you have any further questions, please don't hesitate to contact me on +61 403 831 000 or via email at [mbranson44@hotmail.com](mailto:mbranson44@hotmail.com).

Yours sincerely,

*Michael Branson*

44 Brown Loop  
SEVILLE GROVE WA 6112  
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E: mbranson44@hotmail.com

29 January 2014

**Attn: Human Resources  
SKILLED Offshore**

**Re: Offshore Construction Opportunities - Inpex Ichthys Gas Export  
Pipeline Project**

Dear Sir/Madam,

Safety focused with a wealth of experience in the offshore oil & gas, marine and construction industries, I wish to be considered for a career opportunity as Leading Hand, Rigger or Crane Operator in the Browse Basin, north of Broome as recently advertised on [www.seek.com.au](http://www.seek.com.au).

A self-motivated, physically fit and energetic oil & gas professional, I am willing to travel/relocate and work various shifts/rosters offering my 100% dedication, flexibility and commitment to the SKILLED Offshore team on the Inpex Ichthys Gas Export Pipeline Project. Throughout my career spanning 9 years as a dedicated, hardworking and reliable team member, I have demonstrated a wealth of relevant skills and expertise that I believe would make a positive contribution to your highly regarded company.

Gaining various relevant offshore qualifications, tickets and accreditations, I have performed various positions including Crane Operator, Tower Crane Operator, Dogman, Roustabout and Trainer for leading companies such as Offshore Marine Service & Global Resource Network, The Small Crane Hire Company, Pyramid Construction, Maersk, Wilcraft and EnSCO.

Key duties and responsibilities have included the operation and daily maintenance of cranes and workplace safety whilst supporting, leading and assisting team members such as Roustabouts in their work including helicopter operations. Additionally whilst undertaking entry level roles such as Roustabout I have assumed responsibility for carrying out work in connection with loading/unloading operations, general maintenance and cleaning jobs and provision of assistance to the drill floor crew.

Committed to professional development, I have completed numerous training and certificates including FOET, TBOSIET, Gas Test Atmospheres, Enter Confined Space, Work in Accordance with an Issued Permit, Hazard Awareness Training Program, Respond to a Helideck Incident, Rope Rescue at Heights, Marine Security Identification Card, Conduct Slewing Crane Operations, Participate in Rescue Operations - Work in a Team, Course in Helicopter Refuelling and Fuel Quality Control, Construction Blue Card, Licence to Perform High Risk Work (Tower Crane, Dogging, Basic Rigging & Boom Type Elevating Work Platforms), H2S Safety, Certificate of Training in Advanced Fire Fighting and various other courses.

Hardworking and proactive with a high level of resilience, I actively promote a team methodology with the desire to contribute to the achievement of safety and project objectives on the Inpex Ichthys Gas Export Pipeline Project. I am keen to support and assist team members with a proven track record of results whilst adhering to workplace safety standards and promoting safe work practices.

Please find attached my résumé that outlines my relevant experience and suitability for this exciting opportunity. I am willing and able to complete a current Medical Certificate and undertake Drug and Alcohol screening as required. Thank you for your time and consideration in reviewing my application. Should you have any further questions, don't hesitate to contact me on + 61 403 831 000 or via email.

Yours sincerely,

*Michael Branson*

*Michael Branson*

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14 September 2013

**Attn: INPEX Corporation**

**Re: Operations Technician - Inlec (Offshore) - PER000UB**

Dear Sir/Madam,

Having gained a diverse range of relevant experience in the mining and oil & gas industries spanning 10+ years, I write with great interest to be considered for the above career opportunity with your international oil and gas company on the world-class Ichthys LNG Project as recently advertised.

A physically fit and energetic individual with a hands-on approach, I welcome the opportunity to provide technical and operational input during Detailed Design, Construction and Commissioning whilst contributing to part of the development of key operations systems and processes. I am willing and able to be deployed to international design offices and construction yards or assist operations readiness activities within the Perth office. I am willing to travel, relocate or work various shifts including FIFO offering my 100% dedication, flexibility and commitment.

I have demonstrated a wealth of expertise in the resources sector, whilst assumed various maintenance and Leading Hand positions together with Inlec, HA Electrician, HA Electrician and Electrical Fitter/Mechanic. I am currently employed with Transfield Services at North Rankin where I am seconded to the Woodside LNG 4&5 Inlec Core Crew. My career can be summarised whilst working at various locations including the following:

- North Rankin A & B - Transfield Worley & Transfield Services
- Karratha Gas Plant - Transfield Worley
- Caltex Terminal Upgrade Port Hedland - Transfield Services
- Worsley Alumina Refinery Expansion & Growth Project - Monadelphous
- Pluto Project - Karratha, Western Australia - Thiess Kentz
- Osborne Mine - Queensland - Barrick Gold

Committed to professional development, I have completed various training, licences and certificates including a Certificate IV in Electrical Instrumentation, WA Electrical Work Licence, Hazardous Areas Certificate, Tropical Further Offshore Emergency Training, Senior First Aid Certificate, Maritime Security Identification Card, Work Safely at Heights, Certificate HV Switching, Restricted Electrical Officer, DDI Leadership Skills Development Program Certificate, ACRS Master Cable Open Registration Aust/NZ Communications Licence, WA White Card, Elevated Work Platform, CSTP, Authorised Gas Tester & Permit Holder Certificate

Find attached my résumé that outlines my relevant skills, attributes, experience, work ethic, strengths and suitability for this challenging position. Thank you for your time and consideration. Should you have any further questions, please don't hesitate to contact me on 0403 831 000 or via email at mbranson44@hotmail.com.

Yours sincerely,

*Michael Branson*

19 January 2014

**Attn:** QGC  
**Re:** Field Technical Safety Advisor (Operations)  
**Job No:** QGC2782

Dear Sir/Madam,

Having acquired a wealth of experience working offshore in the resources sector in OHS advisory roles, I write with great interest to be considered for the above position with your leading Australian coal seam gas explorer and producer as recently advertised.

My key contributions in workplace safety can be further demonstrated in positions including the following:

- Rig Safety & Training Coordinator, Saxon Energy Services (HPHT Oil and Gas Wells Drilling Operations)
- Safety Advisor - Nitro Drilling (Coring, Chipping, Water Bores, 4C and 8C Drilling Operations)
- OHS Advisor & Aviation Consultant - AXIOM Aviation Asia Pacific
- OHS Advisor & Aviation Consultant - Bombardier Aerospace Europe & Asia Pacific

Confident I would make a valuable contribution to Queensland Curtis LNG, I am keen to work on the world-first project to turn reserves of natural coal seam gas in the Surat and Bowen basins in Queensland into liquefied natural gas (LNG) whilst playing a key role in monitoring and improving the health and safety aspects of their assigned focus area within Operations.

I have demonstrated the ability to effectively promote the understanding of health and safety systems and procedures by employees, supervisors and contractors, monitor and audit the implementation of contracting companies Safety Management Plans and or compliance with Site Safety Management Plans whilst promoting the use of Risk Management systems and processes by staff and contractors. Throughout my career I have gained experience in strong practical field applications of workplace health and safety processes with the ability to communicate with various disciplines within the projects environment including interaction with all operational sites and the provision of relevant advice and support to operation teams.

Committed to professional development, I have completed numerous qualifications including a Wellsite Permit to Work Rev 3 (Authority), Basic Offshore Safety Induction and Emergency Training, Diploma in Occupational Health & Safety, EM Environmental Management Systems, OH Occupational Health and Safety Management systems, Certificate IV in Training and Assessment, Certificate II in Surface Coal Operations, Certificate II in Metalliferous Mining Operations and various other training.

Please find attached my résumé that outlines my relevant leadership skills, experience, strengths and suitability for this exciting opportunity in the cold seam gas industry. I am willing to work various shifts/rosters offering my 100% dedication, flexibility and commitment. Thank you for your time and consideration. Should you have any further questions, please don't hesitate to contact me on 0403 831 000 or via email at mbranson44@hotmail.com

Yours sincerely,

*Michael Branson*

*Michael Branson*

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15 January 2014

**Attn: Human Resources Manager  
TransOcean**

**Re: Seeking Deck Crew position on a Drill Ship**

Dear Emily,

I wish to express my interest in pursuing a challenging new career opportunity at Transocean and attach my résumé for your consideration that details my relevant experience and qualifications in the oil & gas and mining industries.

I am impressed with the Transocean family culture, values and company vision with a desire to undertake a Deck Crew position on a Drill Ship. I have worked extensively offshore on Woodside and Transocean platforms whilst employed by Atwood Eagle, Atwood Falcon, The Compass Group and Spotless Offshore Services. I am ready to take my career to the next level with a desire to contribute to Transocean, the world's largest offshore drilling contractor, offering my 100% availability for immediate commencement, flexibility and experience working 12 hour shifts on a FIFO basis whilst adhering to strict safety standards.

Since Sep 2013, I have been employed as a Roustabout and Relief on the Rig Floor at Atwood Eagle Drill Rig contracted to Woodside Energy and previously worked as a Night Laundry General Utility & Relief Painter/Roustabout for Atwood Falcon Drill Rig on the Apache Contract on the Northern Shelf.

I have previously been employed by the Compass Group contracted to Woodside Energy as an Experienced Utility from 2011 to 2012 including the Angel Platform - Northern Shelf, Karratha, Unmanned offshore gas facility, Nganhurra - Floating Production Storage and Offloading Vessel, Goodwyn Alpha - Northern Shelf, Karratha, Offshore gas facility and Northern Floating Production Storage and Offloading Vessel. Additionally whilst employed in Day Rooms Utility at Spotless Offshore Services working on the Trans Ocean Legend Rig in the Timor Sea.

Previous employment includes numerous hands-on, technical and supervisory experience throughout various industries such as warehousing, horticulture, fisheries and manufacturing during which time I operated and maintained various equipment and machinery with strong mechanical and technical skills.

I am certain an interview would reveal my enthusiasm and suitability for an exciting new opportunity, having consistently worked in challenging environments, remote areas and confined spaces on various oil & gas platforms and vessels offshore. Thank you for your time and consideration in reviewing my application, Should you have any further queries contact me on 0403 831 000.

Yours sincerely,

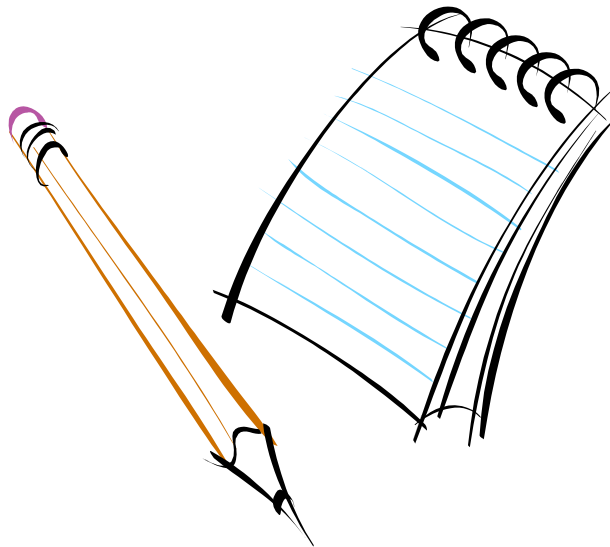
*Michael Branson*



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# Professional Résumés







# Michael Branson

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## Career Objective

To secure a career as an Operator at the Inpex Gas Plant in Darwin, Northern Territory. Having gained 7+ years trade experience as a Motor Vehicle Mechanic and 4 years as an Operator at a remote-site refinery, I am proficient in all aspects of process plant operations and have completed a national certification. I possess strong technical and problem solving skills and have excelled in workplace health and safety practices, achieving numerous qualifications specific to OH&S, First Aid and Emergency Training. I am experienced and extensively qualified in the use of elevated work platforms, forklifts, bobcats, skid steers and medium/heavy vehicle trucks, I am a highly motivated all-round operator. Physically fit and energetic I offer 100% flexibility to work rostered shifts, willing to complete a current Medical Certificate and Drug and Alcohol Screening.

## First Aid Training

- Advanced First Responder, First Response Australia (2012 & 2013)
- Senior First Aid Certificate, First Response Australia (2011)
- Emergency Care First Responder, Fire & Safety Australia (2011)

## Emergency Response Training

- Operate Breathing Apparatus, Draeger Safety Pacific Pty Ltd (2013)
- Render Hazardous Materials Incidents Safe, Draeger Safety Pacific Pty Ltd (2012)
- Employ Personal Protection at a Hazardous Materials Incident, Draeger Safety Pacific Pty Ltd (2012)
- Compartment Fire Base Training, Fire & Safety Australia (2012)
- Dräger X-am 5000 Gas Monitor Training Program, Australian Skills Training (2011)
- Emergency Care First Responder, Fire & Safety Australia (2011)
- Undertake Road Accident Rescue, Northern Rescue Training (2011)

## Training & Certificates

- Certificate III in Process Plant Operations (PMA30108), Careers Australia Institute of Training (2012)
- Lean Six Sigma White Belt Certification (2 Day Program), Pacific Aluminium (2012)
- Skid Steer Loader Operation PMAOPS201B, Pacific Aluminium (2012)
- Health and Safety Representative, Top End Training (2012)
- Working Safely at Heights, Rio Tinto Alcan (2012)
- Electric Overhead Travelling Crane, Rio Tinto Alcan (2011)
- Work in accordance with an Issued Permit, Australian Skills Training (2011)
- Enter Confined Space, Australian Skills Training (2011)
- Automotive Tradesman Apprenticeship, Techtune Automotive Services (1998 - 2002)

## Licences Held

- Motor Vehicle Repair Industry Authority Licence - Motor Mechanic (Licence no: 207620802128457)
- HR Truck Licence (Licence no: 1236982)
- NT High Risk EWP/Forklift (Licence no: 434781) WP & LF

## Employment History

Oct 2009 - Current

**RIO TINTO - GOVE OPERATIONS | [www.riotinto.com.au](http://www.riotinto.com.au)**  
Nhulunbuy NT 0880

**Crew Operator/Relief Supervisor/Leading Hand (FIFO)**  
**(Refinery Operations - Calcination & Lime Plant)**

### **Project Profile:**

- Gove Operations alumina refinery is located 650km east of Darwin in north east Arnhem Land on Aboriginal land. The operation is situated on deposits of high grade bauxite, a burnished red ore with high aluminium oxide content.

### **Work Profile:**

- Initially commenced with Rio Tinto in the Lime Plant, completing training and gaining experience as a Panel and Outside Operator, progressing from Level 1-3 in an 18 month period. Moved into an operations role at the Calcination Plant then progressed into my current position as Relief Supervisor/Leading Hand.

### **Key Duties:**

- Operate and monitor control room panel for Lime Plant, adhering to all relevant process requirements utilising the *ABB* distribution control system.
- Raise work and stock orders using *Ellipse* stores and maintenance software.
- Coordinate with maintenance teams including Central Control Room and Laboratory in order to service and repair plant and equipment at both Lime and Calcination Plants.
- Attend and respond to maintenance needs including scheduled equipment shutdowns, process breakdowns and changes.
- Undertake responsibilities as 'Authorised Isolator' and 'Authorised Person' (Permit Writer) for hazardous energy control/lock-out procedures including the issuing of confined space, hot work and general permits.
- Monitor lime and alumina kilns, tanks, conveyors and pumps etc.
- Operate the overhead traveling crane, bobcat/skid steer, forklift and heavy rigid trucks.
- Collect and deliver routine samples to specifications.
- Manage and supervise a team of operators, providing effective leadership and support.
- Collaborate with management to set and work within the parameters required to meet production targets.
- Undertake safety monitoring of the workplace and comply to all OH&S regulations including 'Take 5' and 'First Priority' Rio Tinto initiatives.
- Promote safety and educate personnel as the active Health and Safety Representative.
- Respond to and action any onsite incidents as an active Emergency Response team member.
- Maintain high-level of house-keeping to ensure workplace safety and plant efficiency.

Dec 2007- Oct 2009

**MANFIELD COLAIR | [www.goveonline.com/guide/manfield-colair](http://www.goveonline.com/guide/manfield-colair)**  
7 Traeger Close, Nhulunbuy NT 0880

**Fleet Mechanic (FIFO)**

### **Company Profile:**

- Manfield Colair is the preferred contracted electrical and air-conditioning provider (commercial and industrial) for the Rio Tinto Gove operations and is responsible for servicing both site and residential.

### **Key Duties:**

- Light vehicle mechanic responsible for the maintenance and servicing of work fleet including vans, utes and light trucks both onsite and in the workshop.
- Minimise down time of vehicles and equipment, consistently meeting deadlines and maintenance schedules.
- Drive heavy and medium rigid bucket trucks with boom lifts.
- Maintain records of maintenance programs for a fleet of vehicles.
- Ordering and fitting various parts and accessories.
- Liaise with suppliers in regards to sourcing parts and accessories.
- Attend to breakdowns, working unsupervised and in a small team.

## Employment History

**Aug 2007 - Oct 2007**

**CALYPSO SNORKEL & DIVE** | [www.calypsoreefcruises.com](http://www.calypsoreefcruises.com)  
Cnr Warner and Grant Streets, Port Douglas QLD 4877

**Instructor**

*Company Profile:*

- **Since 1999 Calypso Reef Cruises** have provided family cruises, reef tours, dive trips and sailing to the Great Barrier Reef for snorkelling and scuba diving. Since the company's commencement 9 vessels have been built of which 7 have been sold and are operating around Australia and New Zealand.

*Key Duties:*

- Provide a safe and educational diving experience for clients on the Great Barrier Reef.
- Organise and conduct safety briefs on all aspects of emergency evacuation and snorkelling procedures.
- Instruct up to 100 people on the correct use of equipment, emergency and evacuation procedures.
- Conduct engine room checks pre and post departure.

**Jan 2005 - Aug 2007**

**CONSTRUCTION/DEMOLITION INDUSTRIES**

Brisbane, Queensland

**Construction Worker/Leading Hand**

*Key Duties:*

- Work on high risk demolition, new commercial and industrial construction projects.
- Conduct regular checks on all equipment such as concrete saws, grinders, drills, hydraulics saws, generators
- Maintain and oversee a high level of performance of all equipment and conduct repairs as required.
- Interpret and work strictly to site/building plans, overseeing compliance to OH&S.
- Work on major sites including Brisbane International & Domestic Airport.
- Supervise, lead and direct a team of up to 10 labourers and work closely with various tradespeople.
- Operate and maintain hydraulic, petrol and three phase electric cutting and drilling equipment together with hand and power tools.

**Jan 1998 - Dec 2004**

**TECHTUNE AUTOMOTIVE SERVICES**

Thornleigh, New South Wales

**Jan 2002 - Dec 2004**

**Automotive Tradesperson**

**Jan 1998 - Jan 2002**

**Automotive Apprentice**

*Key Duties - Automotive Tradesperson (Jan 2002 - Dec 2004)*

- Budget jobs as per job sheet and priority lists.
- Service, repair and overhaul motor vehicles including engines, transmission and suspension systems.
- Diagnose faults, listen to engines, fit and operate special test equipment and test-drive vehicles.
- Repair or replace worn or faulty parts by removing assemblies such as engines, transmissions, differentials or steering gear, dismantling them and checking parts.
- Reassemble, test, clean and adjust repaired or replaced parts or assemblies.
- Diagnose, repair and replace engine management and fuel injection components.

*Key Duties - Automotive Apprentice (Jan 1998 - Jan 2002)*

- Completion of Automotive Apprenticeship including formal studies and on the job training.
- Service, repair and overhaul motor vehicles including engines, transmission and suspension systems.
- Undertake diagnosis of engines using computer tools.
- Source and order spare parts based on customer requirements.

**Referees Available on Request**

# Michael Branson

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## Career Objective

To undertake a challenging career opportunity in the oil & gas industry where I can utilise my broad training, skills and experience acquired over the past 10 years across the mining resources industry in key roles such as Emergency Management Officer and Shotfirer/Explosives Operator. Multi-skilled and diligent team member, I possess strong technical and problem solving skills with the ability to work at heights, in confined spaces, remote areas and challenging conditions. Confident I would make a great addition to your team, I offer my 100% flexibility to work various rosters/shifts on a FIFO basis with a proven track record of achievement consistently adhering to safety regulations. Physically fit and energetic, I am most willing to complete a current Medical Certificate and undertake Drug and Alcohol Screening.

## Professional Development

### 2013

- Certificate IV in Health Care (Ambulance) Refresher

### 2012

- Certificate IV in Training and Assessment, A1 Group Training
- Certificate III in Mine Emergency Response & Rescue, Safety Direct Solutions
- Respond to Aviation Incidents (General), Airservices
- Certificate IV in Health Care (Ambulance)
- Gas Test Atmospheres, Safety Direct Solutions
- Work in Accordance with an Issued Permit, Safety Direct Solutions
- Issue Work Permits, Safety Direct Solutions
- Enter and Work in Confined Spaces, Safety Direct Solutions
- Snake Awareness, Management & Safe Catching Techniques Course Evaluation, SNAKES Harmful & Harmless

### 2011

- Incident Management Team Training, Safety Direct Solutions

### 2010

- Certificate IV in Transport & Logistics (Road Transport), TAFE Queensland
- Follow OH&S Policies & Procedures, Protector Alsafe Pty Ltd
- Work In Confined Spaces
- Gas Test Atmospheres, Protector Alsafe Pty Ltd
- Operate Pumps, Safety Direct Solutions
- Respond to Wildfire, Safety Direct Solutions
- Work Safely at Heights, Protector Alsafe Pty Ltd

### 2009

- Render Hazardous Materials Incident Safe, ERGT Skills for Life
- Employ Personal Protection at a Hazardous Materials Incident, ERGT Skills for Life
- Prevent Injury, ERGT Skills for Life
- Operate Breathing Apparatus, ERGT Skills for Life
- Undertake Road Accident Rescue, ERGT Skills for Life
- Participate in Rescue Operation, ERGT Skills for Life
- Work in a Team, ERGT Skills for Life
- Participate in a Rescue Operation, Safety Rescue Australia Pty Ltd
- Work in a Team, Safety Rescue Australia Pty Ltd
- Respond to Isolated and Remote Structure Fire, ERGT Skills for Life

### 2007

- Shotfirer's Certificate of Competency Above Ground, NSW Department of Primary Industries & Safety Operators

### 2006

- Explosive Handling, Storage & Use, NSW Technical & Further Education Commission Australia

## Licences & Tickets Held

- Front-End Loader, Engine capacity of more than 2L
- Skid Steer Loader (Engine capacity of more than 2L)
- Fork Lift Truck (Not pedestrian operated)
- Excavator (Engine Capacity of More Than 2L)
- Shotfirer Licence 0404406 (Expires 27/04/2015)
- Whitewater Rescue Technician
- Rope Access Level 1
- License to Perform High Risk Work

## Employment History

**Jan 2008 - Current**                      **RIO TINTO IRON ORE | [www.riotintoironore.com](http://www.riotintoironore.com)**  
Mesa A - Pannawonica, Western Australia

**Apr 2010 - Current**                      **Emergency Management Officer**  
**Jan 2008 - Apr 2010**                      **Shotfirer/Operator**

### *Company Profile:*

- Rio Tinto's global iron ore business is the only iron ore producer with a truly global production and growth platform, with operations and projects across four continents, building communities and legacies worldwide.

### *Project Overview:*

- Pannawonica is one of a number of remote-area iron-ore-mining towns built throughout the Pilbara to house workers operating open-cut mines and the loading of ore trains. It is a 'closed town' with limited facilities for visitors with the company's accommodation being reserved for its staff and visiting contractors.

### **Emergency Management Officer (Apr 2010 - Current)**

#### *Key Duties:*

- Perform a diverse role from medical treatments, confined space and working at heights rescue plans to various types of emergency onsite and also on the North West Coastal Highway within 15km radius of the mine.
- Support the Emergency Management team to ensure effective prevention, preparation and coordination in the event of an emergency situation in line with all statutory requirements and company policies.
- Coordinate and conduct alcohol and other drug testing in accordance with the Rio Tinto Alcohol and Other Drugs policy and procedures.
- Act as the Emergency Management Response Team Leader and coordination point for emergencies as well as playing a key role in the security of operations.
- Develop and maintain professional and effective networks with internal and external stakeholders including ERT, operational teams and external emergency agencies.
- Foster a culture of continuous improvement in the administration and support of Emergency Management and Security policies, systems and procedures.
- Promote and drive a high safety culture and zero harm approach as well as compliance with safety and safety management systems.

#### *Achievements:*

- Successfully responded to a multiple mid-air medical emergencies on flights to work.
- Consistently met KPI's for 3 consecutive years.
- Awarded the "Emergence Response Team Member of the Year 2009"
- Relieved in the role as Emergency Management Coordinator.

### **Shotfirer/Operator (Jan 2008 - Apr 2010)**

#### *Key Duties:*

- Blast crew Leading Hand, provide leadership to blast crew whilst ensuring and promoting safe work practises, adhering to company values and procedures.
- Work as part of the Drill & Blast crew in a mining operating MMU and MPU Trucks.
- Manage daily blast crew activities including ownership of explosive and regulatory magazine control.
- Heavy vehicle operation, implement daily plans and activities for drill and blast teams to achieve targets
- Ensure all housekeeping duties are undertaken by the drill & blast teams.
- Ensure all statutory regulations are adhered to in the drill & blast function.
- Communicate with explosives manufacturers.
- Liaise with customers, determining customer requirements and recommend strategies to achieve positive outcomes.

#### *Achievements:*

- Assisted in the development of Shotfirer's Working Instructions.
- Established an excellent rapport with customers.
- Assumed responsibility for managing blasting operations at Greystanes Project.

## Employment History

Jul 2004 - Jan 2008

**ORICA QUARRY SERVICES** | [www.oricamining.com/au/en](http://www.oricamining.com/au/en)  
Marulan, New South Wales

### Shortfirer/Surveyor

#### Company Profile:

- Orica Mining Services (OMS) is the world's leading supplier of commercial explosives. OMS works with their customers to improve the productivity, economic and environmental outcomes of individual mines. This is achieved through the application of advanced blasting solutions tailored to the customer's specific needs and challenges.

#### Key Duties:

- Marking out, designing, loading and firing of blasts to customer specifications in a safe and environmentally conscious manner.
- Liaise with customers, provide quality service and build workplace relationships.
- Determine the best possible way to blast for efficiency and ease of operations.
- Provide a quality service in the mark out of blast patterns to customers.
- Surveying of the blast area in preparation for blasting activities.

## Demonstrated Skills & Abilities

- Physically fit with the ability to work in remote locations, flexible in working hours and shifts undertaken.
- Ability to conduct Safety Risk Assessments whilst promoting OH&S standards.
- Extensive experience as a shotfirer in a mining environment reflecting relevant skills in drill & blast.
- Skilled in designing the blast, marking the blast on the ground and auditing blast holes.
- Experience working as part of the Drill & Blast crew in a mining operating MMU and MPU Trucks.
- Skilled in designing the blast, marking the blast on the ground and auditing blast holes.
- Proficient leading and managing Drill & Blast teams within the mining environment.
- Experience in surveying the blast area on various mine sites.
- Strong initiative and team focus with an exposure and familiarisation with blast design packages.
- Proven ability to work effectively as part of team or individually.
- Strong problem solving, analytical and lateral thinking skills.
- Skilled in adapt effectively to new situations/tasks meeting deadlines.
- Highly developed interpersonal skills relating effectively to people from diverse cultural backgrounds.
- Excellent communication skills with the ability to consult with people at all levels.
- Trained and experienced driving heavy combination vehicles.
- Computer literate with proficiency using MS Excel, Word and Outlook.

## Personal Details

**Nationality:** Australian  
**Date of Birth:** 4 June 1980  
**Languages:** Fluent English  
**Health:** Excellent, non-smoker  
**Interests & Hobbies:** Photography, motorcycle riding, entertaining friends and family

## Professional Referees

**Matt Campbell**  
Emergency Management &  
Security Advisor  
Robe Valley Operations  
Rio Tinto – Pannawonica  
M: 0412 108 571  
E: [matt.campbell@riotinto.com](mailto:matt.campbell@riotinto.com)

**Joel Mowday**  
Health, Safety & Emergency  
Management Superintendent  
Robe Valley Operations  
Rio Tinto - Pannawonica  
M: 0467 710 994  
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E: [joel.mowday@riotinto.com](mailto:joel.mowday@riotinto.com)

**James Micah**  
Owner Operator  
Southern Drill and Blast  
18 Bellevue Street  
Goulburn NSW 2580  
M: 0400 751 784

# Michelle Branson

44 Brown Street  
 East Perth WA 6004  
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 Email: michelle.branson44@hotmail.com

## Career Objective

To secure a career opportunity as a Senior Geophysicist - Oil & Gas Exploration where I can utilise my diverse experience in the international oil & gas industry. A results-driven professional, I welcome the opportunity to undertake petroleum exploration activities, developing the company's exploration portfolio whilst providing geophysical support for seismic operations and related drilling projects.

## Key Areas of Competency

- Project Services & Project Management
- Project Planning & Management
- Custodian of Project Management System
- Strategic Planning & Continuous Improvement
- Change & Issue Management, Risk Management
- Prepare Charts & Financial Schedules
- Standardise Project Information Management
- Business Requirements Analysis
- Prepare Profit Forecasts & Analyse Results
- Business Process Support & Optimisation
- Design & Implement Procedures & Guidelines
- Data Analysis & Modelling, Knowledge Management
- Maintain Risk & Issue Register, Stakeholder Matrix
- Migrate & Manage Information Management Systems
- Manage SharePoint Collaboration & Internet Sites
- Strong IT Problem Solving & Trouble Shooting Skills
- UNIX, Windows, MS Office, HTML, VBScript, Fortran
- Technical Report Writing & Creating of Presentations
- Staff Leadership, Training & Mentoring
- Coordinate Day to Day Business Management
- Liaise & Negotiate with Internal & External Personnel
- High Level Office & Logistics Management
- Management of Quality & HSE Databases
- Quality & HSE Management Systems, Auditing
- Contribute on Advisory, ERT & Safety Committees
- Develop Commercial Proposals & Tenders
- Enable Substantial Bottom Line Improvements
- Negotiation of New Supplier Contracts
- Perform Technical & QHSE Audits
- Contribute to Quality & HSE Databases
- Member of the HSE Committee & ERM Team
- Petroleum Geophysics & Geoscience Data Management
- Provide Data Tracking & Auditing Reports
- Knowledge of Geoscience Data Types & Databases
- Geophysical Data Models & Project Structure
- Onboard Data Quality Control & Data Processing

## Tertiary Education

2012 - 2013	<b>Diploma in Project Management (Pending Final Assessment)</b> One World Learning, Perth
2000 - 2001	<b>Postgraduate Diploma in Management (Employer-Sponsored MBA)</b> Open University Business School, UK
1992 - 1997	<b>MS Physics (Completed with First Class Distinction, Heraeus Award)</b> Marburg University, Germany

## Professional Development

- Decision Making for the Oil & Gas Industry (PESA, Perth)
- Petroleum Geology of the North West Shelf (PGS/Petrosearch, Perth)
- Lead Auditor, Internal Auditor (SAI Global, Perth)
- AS/NZS 4360 Risk Management (Sustainability/SAI Global, Perth)
- ISO 9001 Quality Management System and ISO 14001 Environmental Management System (SAI Global, Perth)
- ExaQuantum Information Management System (Yokogawa, Goldfields)
- Verified Rating as "Senior IT Consultant", Australian Computer Society, Sydney

## Employment History

**Nov 2010 – Current**

**PETROLEUM GEO-SERVICES (PGS) | [www.pgs.com](http://www.pgs.com)**

Perth, Western Australia

**Project Leader**

*Company Profile:*

- Petroleum Geo-Services is a technology leader in the geophysical services sector with 16 seismic vessels, including the award winning Ramform vessels, 23 data processing centres, 41 offices worldwide, regional centres in London, Houston and Singapore and headquarters in Oslo, Norway.

*Project Lead - Current Projects:*

- Apache CVG
- Harmony (Canarvon Basin)
- Total Rossel (Bonaparte Basin)

*Project Lead - Previous Projects:*

- BP Ceduna (GAB)
- Aurora MultiClient 3D Phase I (NWS)

*Key Duties:*

- Chairing Operations meetings and supporting the Centre Manager with profit forecasts and results.
- Custodian of the Perth project management system, incl. the project SharePoint sites.
- Managing the document management system, Risk & Issue Register, Stakeholder Engagement Matrix.
- Developing and analysing project QAQC plans and ensure required specifications are met.
- Preparing detailed technical reports, status reports, presentations, charts and schedules.
- Optimising project management procedures and developing templates for the department.
- Preparing weekly internal and external reports on commercial progress.
- Performing technical and QHSE audits and contributing to the Quality and HSE databases.
- Contributing as a Member of the HSE committee and Emergency Response Management Team.

**Mar 2007 - Oct 2010**

**CGG VERITAS | [www.cggveritas.com](http://www.cggveritas.com)**

Norway & Switzerland

**Chief Geophysicist**

*Company Profile:*

- CGGVeritas is the world's leading international pure-play geophysical company delivering a wide range of technologies, services and equipment through Sercel to its broad base of customers mainly throughout the global oil and gas industry.

*Key Duties:*

- Daily management of the onboard processing department overseeing efficiency and smooth operations.
- Supervising project management, data quality control and data processing.
- Managing the department geophysical database, contributing to the Company HSE database.
- Administering the LINUX data acquisition system and the Windows environment.
- Developing procedures, templates and training manuals for the Geophysics department.
- Preparing detailed technical reports, specifications and commercial tender documents
- Developing and implementing new procedures for document control and inventory control.
- Liaising with contract representatives of oil companies such as BP, Esso, Santos and Shell on a daily basis.
- Weekly internal and external reporting on commercial progress, QHSE and training status.
- Training, supervising and performance appraisals of junior personnel.
- Hardware trouble shooting of the onboard computing system.
- Performing weekly departmental Quality, Health, Safety & Environment (QHSE) audits.
- Conducting monthly departmental QHSE meetings, monitoring team QHSE training status
- Monitoring the QHSE training status of the department.



## Employment History

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**Aug 2006 - Jan 2008**

**IRC | [www.irc-group.com](http://www.irc-group.com)**  
Perth, Western Australia

### **Business Development Manager**

*Company Profile:*

- IRC is a consultancy offering risk prevention services to the global energy and resources sector.

*Key Duties:*

- Designing procedures and templates for the Sales and Account Management Department.
- Designing and implementing a new CRM system together with required training and documentation.
- Improving and standardizing departmental workflows.
- Developing commercial tenders, proposals and IRC's marketing plan.
- Key account management, liaising with media and industry associations throughout Australia.
- Building and sustaining effective relationships with new and existing clients.

**Jan 2005 - Aug 2006**

**SAI Global | [www.saiglobal.com](http://www.saiglobal.com)**  
Perth, Western Australia

### **Business Development Manager**

*Company Profile:*

- SAI Global Limited (formerly a fully owned subsidiary of Standards Australia) is one of the world's leading assurance organisations with offices in Australia, New Zealand, the United States and Asia.

*Key Duties:*

- Undertaking role as Technical Specialist Auditor as part of the SAI team auditing Woodside's Geomatics Division.
- Developing procedures and templates for sales and key account management.
- Standardizing departmental workflows.
- Developing and implementing a new CRM system.
- Designing and providing the required training and documentation for the new CRM system.
- Preparing written progress reports and presentations for General Managers.
- Developing commercial proposals and tenders.
- Facilitating conference presentations on Health & Safety, Environmental, Quality Management Programs.
- Designing marketing brochures and templates for mailing campaigns.
- Developing a campaign to place editorials in major industry magazines and writing of editorials.
- Developing of SAI Global's marketing plan for Western Australia.

**Jan 2004 - Dec 2004**

**MINARA RESOURCES | [www.minara.com.au](http://www.minara.com.au)**  
Perth, Western Australia

### **Metallurgical Accounting Engineer**

*Company Profile:*

- Minara Resources (formerly Anaconda) operates the Murrin Murrin mine and refinery, one of the world's largest producers of nickel and cobalt, employing approx 700 employees.

*Key Duties:*

- Preparing the daily metallurgical accounting reports in an accurate manner.
- Data analysis and modelling for process optimisation and production trials.
- Coordinating Quality Control and KPI analysis.
- Providing support to the Strategic Development Department.
- Forecasting of inventory needs and impacts resulting from partial plant shutdowns.
- Migrating the Information Management System from Promace to ExaQuantum.
- Automating daily procedures using Visual Basic and Oracle.

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**Referees Available on Request**



## Michael Branson

44 Brown Street  
Mansfield, Texas 76063  
Phone: 281-929-3000 (Work)  
Phone: (817) 473-3000 (Home)  
Email: mbranson44@hotmail.com

### Career Objective

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To undertake a challenging career opportunity in the oil & gas industry where I can utilise my broad training, skills and experience in contracts management, contract risks management, contractual change management, procurement contracts and subcontracts management, supply chain management, supplier negotiation and management. Results-driven with highly developed interpersonal and negotiation skills, I have consistently developed effective customer relationships to support diverse business activities. Multi-skilled and diligent team player and leader, I possess strong organisational and problem solving skills with the ability to work in remote areas and challenging conditions. Confident I would make a great addition to your team, I offer my 100% flexibility with a proven track record of achievement in consistently promoting and adhering to workplace safety regulations.

### Tertiary Qualifications

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- **Bachelor of Business Administration**, Oklahoma Baptist University, Shawnee, Oklahoma

### Professional Development

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- Certified Purchasing Manager (C.P.M.)
- Front Line Supervisor
- Advanced Purchasing Negotiations and Strategies
- FAR/DFAR
- Six Sigma Specialist
- SAP

### Demonstrated Skills & Abilities

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- Negotiate, monitor and manage supplier contracts and agreements to ensure both financial and legal compliance as well as established performance criteria based on supplier and customer requirements.
- Results-oriented professional with relevant qualifications offering extensive experience in contracts management, EPC contracting, government contracting, procurement contracts and subcontracts management.
- Sound commercial awareness, business acumen and cost focused negotiation experience.
- Develop and maintain customer relationships to support diverse business activities.
- Assist with supplier contingency and risk management plans to ensure supplier viability.
- Negotiate supplies, products and services at the direction of supply management that best position the organisation's competitive advantage and financial viability.
- Highly analytical, capable of driving forecasting, documentation, business case development, market intelligence and expert liaison to guide future projects and activities.
- Promote positive change, inspires great thinking and produces great results with honesty and care.
- Perform effectively both independently and collaboratively in demanding and fast-paced environments to complete all tasks and projects on-time and budget.
- Computer literate with experience using SAP R/3, Microsoft Office, PC/Windows applications, email and internet.
- Strong leadership skills with the ability to supervise, lead, motivate, train and manage staff and contractors.
- High level presentation, writing, interpersonal, written and verbal communication skills.
- Excellent analytical mindset with strategic thinking skills and the ability to interpret complex data.

## Recent Work History

2005 - Current

**KELLOGG, BROWN & ROOT | [www.kbr.com](http://www.kbr.com)**  
Iraq & Afghanistan, Middle East

2006 - Current  
2005 - 2006

**Contract Specialist (Administrator) - Iraq**  
**Procurement Manager - Afghanistan**

### *Company Profile:*

- Kellogg, Brown & Root is headquartered in Houston, Texas, delivering a wide range of services through its Downstream, Gas Monetization, Infrastructure and Minerals, International Government, Defense and Support Services, North American Government and Logistics, Oil & Gas, Power and Industrial, Services, Technology and Ventures business segments and differentiates itself as a technology-driven engineering, procurement and construction company.

### *Key Duties - Contract Specialist (Administrator) - Iraq (2006 - Current)*

- Deliver advice and expertise in contract management administering EPC, FFP, CPAF and Government contracts.
- Contribute in the full tender process including identifying risks and opportunities associated with submissions and liaising with the business and the client to create effective solutions.
- Manage and attend to contract risk, perform contract change management, submit proposals for new business.
- Challenge costings supplied by contractors and subcontractors appropriately.
- Ensure compliance with contract requirements for engineering, procurement, construction, maintenance and logistics contracts on a large scale, researching contractual issues.
- Directly negotiate and resolve notices of delay, extensions of time, subcontracts and/or supplier agreements required to complete works.
- Assist in the review contractual obligations with management and evaluate counter-proposals
- Negotiate contracts terms and pricing, manage and coordinate contract closures.
- Assess adherence to project schedules and evaluate cost to budget.
- Oversee three direct reports providing supervision, leadership and mentoring.
- Develop and maintain effective customer and subcontractor relationships.
- Update site records of all correspondence related to contract activity.
- Meticulously maintain all site documentation and records pertaining to contracts.

### *Achievements - Contract Specialist (Administrator) - Iraq (2006 - Current)*

- Received Management Certificate of Appreciation for Outstanding Service
- Received Customer and DCMA Commander Certificates of Appreciation for Outstanding Support and Service

### *Key Duties - Procurement Manager - Afghanistan (2005 - 2006)*

- Assume direct responsibility for the management of procurement, subcontracts and document control.
- Manage, lead and direct a team of administrative staff comprising twenty-nine personnel in Afghanistan, Uzbekistan and the Republic of Georgia.
- Maintain procurement policies and procedures negotiating contracts and supply agreements.
- Award, administer, negotiate, monitor and manage supplier contracts and agreements to ensure both financial and legal compliance as well as established performance criteria based on supplier and customer requirements.
- Negotiate terms and pricing of supplies, products and services at the direction of supply management that best position the organisation's competitive advantage and financial viability.
- Contribute to negotiations with suppliers and liaise with internal and external personnel.
- Maintain preferred supplier list and relationships with each supplier.
- Prepare reports, correspondence and submissions to key stakeholders and clients.
- Actively engage in projects that require the research of supplies, products and equipment for various departments and to promote cost reduction initiatives.
- Coordinate pre-contract award activities including sourcing and qualifying suppliers, issuing requests for proposal, evaluating bids and cost/price analysis.
- Undertake post-contract award activities including expediting, facilitating materials and warehouse operations.
- Manage the supply chain to achieve budget, quality and schedule requirements.
- Supplier management, contract closures, develop risk assessments and mitigation plans.
- Perform clerical duties such as collating files and data file maintenance.

### *Achievements - Procurement Manager - Afghanistan (2005 - 2006)*

- Received Management Commendation for Compliance with FAR and Internal Regulations.
- Received Management Commendation for Procurement Team Audit Excellence.

## Recent Work History

1998 - 2005

**RAYTHEON COMPANY | [www.raytheon.com](http://www.raytheon.com)**  
Louisville, Kentucky, USA

### Senior Supply Chain Source Specialist

#### Company Profile:

- Raytheon Company is a technology and innovation leader specialising in defence, security and civil markets throughout the world. Raytheon provides electronics, mission systems integration and other capabilities in sensing, effects and command, control, communications and intelligence system and mission support services.

#### Key Duties:

- Assume direct responsibility for full range of procurement and supply chain activities.
- Lead and direct the strategic delivery of critical and complex programs.
- Coordinate and oversee daily operations including scheduling, planning, movement and receiving of materials.
- Strategic sourcing, qualifying suppliers, expediting, commodity management and issuing requests for proposal.
- Negotiate terms and pricing, award and administer contracts.
- Expedite, facilitating warehouse operations, supplier management.
- Create, implement and execute inventory management processes.
- Manage the supply chain to achieve budget, quality and schedule requirements.
- Negotiate and administer Master Agreements and budgetary accountabilities
- Lead, manage, train and mentor entry personnel in procurement and supply chain activities.
- Ensure 100% compliance with FAR/DFAR in procuring major subassemblies, precision-machined components, hardware, computer equipment and software and licensing for commercial and DoD contracts including Phalanx, RAM, SeaRAM, and JSOW Missile.

#### Achievements:

- Received Management Commendation for Consistently Negotiating Favourable Pricing and Savings.
- Received an Individual Achievement Monetary Award for Outstanding Job Performance.

1995 - 1998

**AVIALL, INC | [www.aviall.com](http://www.aviall.com)**  
Dallas, Texas, USA

### Senior Inventory Planner/Buyer

#### Company Profile:

- Aviall is a subsidiary of The Boeing Company and is a leading solutions provider of aftermarket supply-chain management services for the aerospace and defence industries. Aviall, Inc. is a wholly-owned subsidiary of The Boeing Company.

#### Key Duties:

- Assume direct responsibility for purchasing, expediting, materials management and forecast modeling.
- Responsible for a portfolio of products, ensuring that the inventory levels meet with customer service level agreements and working capital constraints.
- Manage the inventory replenishment of all products using the SAP MRP process in conjunction with historical usage, forecast demand data and visible change in usage.
- Perform Team Leader role involved in managing, leading and supervising a team of Planner/Buyers.
- Deliver optimal inventory levels required to achieve key service and cost targets.
- Manage inventory levels to meet customer demands across the whole supply chain including managing overseas and local suppliers.
- Liaise sales to ensure sales forecasts are in line with inventory lead times.
- Monitor levels of inventory and demand to ensure timely stock orders are placed onto suppliers.
- Liaise with internal stakeholders to coordinate all available forecast data and prepare effective supply plan to meet customer requirements.
- Consistently review and enhance systems in line with customer feedback to meet market requirements.
- Present information to senior management team.
- Establish stock levels for new products and impact on existing product.
- Negotiate and administer Strategic Purchase Agreements.
- Monitor supplier performance metrics, evaluating inventory costs and turn times.
- Facilitate warehouse operations and report procurement and materials status to senior management.

#### Achievements:

- Received Monetary Award and Management Commendation for Outstanding Job Performance.

## Oil & Gas Industry Experience

**Pre 1995**

**NATIONAL OILWELL VARCO | [www.nov.com](http://www.nov.com)**

Various projects including oil pipeline project in Midwest USA

**Sourcing & Supply Chain Management  
Field Engineer/Surveyor**

*Company Profile:*

- Leveraging over 800 worldwide manufacturing, sales and service centres, National Oilwell Varco supplies customer-focused solutions that best meet the quality, productivity, and environmental requirements of the energy industry.

*Key Duties - Sourcing & Supply Chain Management*

- Gained solid experience in the oil & gas industry involved in sourcing oilfield equipment to include valves, crane parts, pipe, drilling motors and tools from qualified suppliers.
- Negotiated with suppliers achieving competitive pricing that resulted in considerable cost savings.
- Performed various supply chain management performing materials and production planning and scheduling, inventory management, capacity management and supplier management.

*Key Duties - Field Engineer/Surveyor*

- Gained experience in field engineering and surveying on an oil pipeline project in Midwest USA.
- Maintain and demonstrate a strong knowledge of surveying principles.
- Direct liaison with stakeholders to ensure operational goals are achieved and statutory reporting requirements are met.
- Provide support for operations through the provision of design set-outs, surveys of all oil pipeline project activities, monitoring of geotechnical hazards, volume calculations and reconciliations for reporting.
- Work as part of a team onsite whilst adhering to health & safety, environmental considerations.

## Personal Details

**Nationality:** American  
**Languages:** Fluent English  
**Health:** Excellent, physically fit, non-smoker  
**Interests & Hobbies:** Golf, weight lifting and aerobic exercise

## Professional Referees

**GERALD (JERRY) RASMUSSEN**

Subcontracts Manager  
8514 Brookside Drive East  
Pewee Valley, KY 40056  
Phone: 1-502-777-5555  
Email: [jerry.rasmussen8@gmail.com](mailto:jerry.rasmussen8@gmail.com)

**STEVE SLATEN**

Project Leader  
1081 Jones Trading Post Road  
Lamps, MO 65681  
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## Michael Branson

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CONDAMINE QLD 4416  
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E: mbranson44@hotmail.com

### Career Objective

To undertake a career opportunity in the Queensland gas industry where I can utilise my extensive experience as a Painting Inspector/Superintendent with a high level of competency in the supervision of all painting and blasting activities, assuming responsibility for the supervision, coordination and control of a team of blasters and painters. Consistently ensuring Quality & Safety Standards are maintained, I have the ability to work in confined spaces, remote areas and challenging conditions. I offer my 100% flexibility to work various shifts on a FIFO basis with a proven track record of achievement in coordinating the activities of the crew and organising their combined efforts to ensure all tasks are carried out safely in accordance with approved company practices in a safe and efficient manner to achieve the best results at all times.

### Trade Qualifications

**1980 - 1984**                      **TRADE QUALIFIED PAINTER & BLASTER**  
Toowoomba TAFE

### Licences & Certificates

- NACE Coating Inspector Certificates 1 & 2
- Certificate IV in Frontline Management
- Construction Blue and White Cards
- Front End Loader Licence
- ASMIC
- Working at Heights
- Confined Space Entry
- Crane Licence (65 tonne)
- Senior First Aid Certificate
- Forklift Licence
- Roller Licence
- Excavator Licence
- Skid Steer Licence
- Elevated Work Platform

### Demonstrated Skills & Abilities

- Broad experience managing blasting and coating inspections in marine environments.
- Fully experienced and familiar with methods of surface preparation, cleaning and application of paints in accordance with company specifications.
- Proven ability to supervise the execution of this work in an efficient manner, ensuring that all blasting and painting equipment is kept in efficient working conditions to avoid downtime due to breakdown.
- Physically fit with the ability to work in remote locations, flexible in working hours and shifts undertaken.
- Strong leadership skills with the ability to supervise, lead, direct and motivate team members.
- Consistently adheres to workplace OH&S and Environmental policies and procedures.
- Capable utilising and safely operating various tools, machinery and equipment.
- Highly experienced in the safe, effective operation of heavy vehicles and plant equipment.
- Proven ability to read and interpret technical plans and drawings.
- Able to follow technical procedures, follow instructions and work without supervision.
- Excellent communication skills with the ability to consult with people at all levels.

## Employment History

Jan 2007 - Current

**JOHN HOLLAND GROUP | [www.johnholland.com.au](http://www.johnholland.com.au)**

Various projects throughout Australia and Thailand

### Painting Inspector/Superintendent

#### Company Profile:

- John Holland delivers contracting engineering and services solutions to the infrastructure, energy, resources and transport services sectors across Australia, New Zealand, South-East Asia and the Middle East. The company current employees over 6,500 staff with \$6.4 billion work-in-hand.

#### Project Details:

Oct 2011 - Current	Cape Lambert Port B Expansion, Western Australia <ul style="list-style-type: none"><li>- 1.2km Jetty Conveyor &amp; 4 Berths</li></ul>
Jun 2011 - Oct 2011	Leightons Joint Venture, Thailand <ul style="list-style-type: none"><li>- Jetty Road Modules &amp; Conveyors for Cape Lambert</li><li>- Managed Conveyor Modules MCIG, Newcastle Coal Project</li></ul>
Sep 2010 - Jun 2011	Cape Lambert Port B Expansion, Western Australia <ul style="list-style-type: none"><li>- 1.2km Jetty Conveyor &amp; 2 Berths</li></ul>
Feb 2009 - Sep 2010	APX 50 Coal Terminal Project, Abott Point, Bowen, Qld <ul style="list-style-type: none"><li>- 2.8km Jetty and conveyor, 400m long wharf, shiploader</li></ul>
Jan 2007 - Feb 2009	DBC7X Coal Terminal Project, Mackay, Qld <ul style="list-style-type: none"><li>- 3.8 km Jetty and Conveyor, 400m long wharf</li></ul>

#### Key Duties & Responsibilities - Overview:

- Supervise the execution of painting & blasting projects in an efficient manner, ensuring that all blasting and painting equipment is kept in efficient working conditions to avoid downtime due to breakdown.
- Responsible for the supervision, coordination and control of a team of blasters and painters.
- Ensure all blasting and painting meets Environmental requirements for site.
- Conduct numerous blasting and coating inspections in marine environments.
- Organise and conduct inspections of Roadway modules and Gallies for Cape Lambert.
- Undertake all fabricated steel work for NC16 Coal Terminal, Newcastle on a \$ 80 million project.
- Organise and allocate employees to work procedures.
- Coordinate work-fronts including labour, materials and equipment.
- Monitor and forecast labour and production requirements.
- Purchasing of consumables, materials and plant.
- Conduct blasting and coating inspections including liaison with clients.
- Maintenance of Quality Assurance records for blasting and coatings.
- Review and raising of NCR's and MDR's.
- Complete and conduct Pre Starts and Tool Box meetings, weekly Workplace Hazard & Compliance Audits.
- Promote compliance to safety regulations in particular the dangerous aspects of blasting and painting including the need and requirement for protective clothing and breathing apparatus.
- Perform bi-weekly Safe Act Observations.
- Conduct weekly TRA Audits and Task Risk Assessments.
- Attend Quality Assurance and Quality Control Weekly meetings.
- Attend, progress and manage various meetings.
- Manage day works claims, employee rosters and time-sheets.
- Report to Construction Manager, Package Leaders, Quality Assurance and Quality Control Manager.
- Supervise and mentor direct reports including Painting Supervisors and Leading Hand Paint Inspectors.
- Develop and implement various innovative paint procedures and ITP's.

#### Key Achievements:

- Played an instrumental role in the development of the Environmental Control Plan for blasting & painting over water and risk assessments for JHG sites.
- Contributed in a team of leaders in the field for the company's controls for the environment (Encapsulation, Containment) for blasting and painting over water by numerous companies.
- Maintained and improved workplace safety, achieving a zero harm environment.

## Employment History

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**1988 - 2006**

### **BLASTING & PAINTING BUSINESS**

Toowoomba, Queensland

**Business Owner/Blaster & Painter**

#### *Major Maintenance Contracts*

- Grainco QLD - Brisbane Terminals
- Toowoomba Foundry
- Barret Burston Malt Factory
- Cotton Seed Distributors
- Australian Meat Holdings
- Incitec Pivot Limited
- Kincora Gasfields - Surat, QLD
- Gas & Processing Plant, Wallumbilla, QLD
- Big N Ammonia, Field & Storage facilities - QLD & NSW
- LPG Storage Facilities on sites in QLD & NSW (Formerly for Allgas now Origin)

#### *Key Duties & Responsibilities:*

- Perform a broad range of sandblasting duties and apply protective coatings to various structures including structural steel, conveyors, ship-loaders and silos.
- Uphold quality and safety responsibilities to ensure the smooth day to day business operations.
- Adhere to engineering specifications undertaking the correct surface preparation and coating application.
- Lead, direct and manage a crew of Blasters & Painters.
- Maintain and nurture professional relationships with clients, demonstrating high level of value to the exposure received to various work practices within these companies.
- Regular high level communication with staff, suppliers and contractors.
- Demonstrate a strong knowledge of numerous industrial paint systems.

**1980 - 1988**

### **HARVEY PAINTING INDUSTRIES**

Toowoomba, Queensland

**Apprentice Blaster & Painter promoted to Foreman**

## Computer Skills

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- MS Word
- MS Excel
- MS Outlook
- Internet and email

## Professional Referees

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### **Chris Hall**

Construction Manager  
John Holland Group  
Gladstone, Queensland  
Phone: 0419 668 666

### **Cameron Green**

Package Leader  
John Holland Group  
Camp Lambert, Western Australia  
Phone: 0488 612 999





# OIL & GAS RÉSUMÉS

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*Monique Thompson*

**Company Director, Résumé Writer, Career & Interview Coach**

**Contact Details**

**Email: [success@oilandgasresumes.com.au](mailto:success@oilandgasresumes.com.au)**

**Phone: 1300 737 863 or 0438 737 863**

**Consultations available during business hour or after hours**