margaret ann mahsman

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# HSE secretary | hse training scheduler | document control specialist

* Resourceful problem-solver who uses her natural creativity and organizational skills to improve workflow for herself, her supervisors, and her coworkers.
* Conscientious professional who maintains confidentiality with sensitive information.
* Very dependable and rarely absent from work.
* Pays attention to detail and is articulate in writing.

**SKILLS**

Microsoft Office | Type 55 wpm | ISNetworld, SafetySkills, and Smith Driving System administrator | Internet | Scanning

CD Burning | JPI (Jacobs Project Information, data storage system of Jacobs Engineering Group)

Personality Strengths: Organization and Creativity

**AREAS OF EXPERTISE**

|  |  |
| --- | --- |
| * Managing Files, Records and Documents * Preparing Correspondence and Reports | * Reserving Conference Rooms, Ordering Catering, Set-Up and Clean-Up. |
| * Managing Calendars and Travel * Noticing Work That Needs to be Done and Performing Tasks Without Being Asked | * Preparing PowerPoint Slideshows for Meetings, from Word, Excel and PowerPoint Documents * Created a Tracking Spreadsheet to Ensure Complicated Expenses were Reimbursed |

**PROFESSIONAL EXPERIENCE**

**VARIOUS JOBS UNRELATED TO oil and gas**  2016-2024

* Provided home care seven days a week for five months and until she passed,

for a very sharp 105-year-old lady who could no longer walk.

* Care for 5 dogs in their 3 homes when owners travel, 3 Labrador Retrievers and 2 Lab mix.
* Stayed home during COVID. Life was disrupted by Hurricane Harvey flooding.
* Project Coordinator for ABS American Bureau of Shipping
* Document Scanner
* 2016 Census Enumerator

## wood (previously known as WOOD GROUP KENNY, AND j p kenny), Houston, TX 2011-2015

## HSE Secretary (Health, Safety, Environmental) and HSE Training Coordinator 2012-2015

* Provided support to the HSE Manager.
* Maintained personnel HSE files for 200+ personnel that included certifications, etc. for direct-hires and

contractors who worked offshore and onshore.

* Created and maintained various spreadsheets for tracking training, and special projects, etc.
* Made training reservations for personnel with vendors including Falck Alford (for HUET, RigPass, Fall User, etc.) and Houston Area Safety Council (for H2S mask fittings, etc.).
* Set-up ISNetworld accounts for personnel doing work for clients including Anadarko, BP and Chevron requiring ISNetworld use, entered qualification dates, alerted personnel of items needed to fulfill client company or government requirements, or about to expire after checking personnel files, and made temporary badges to be scanned when going offshore.
* Assigned SafetySkills.com training.
* Assigned PPE including hardhats, jumpsuits, safety goggles, earplugs, gloves, etc.
* Alerted HSE Manager and his part-time assistant to do pre-job safety discussions when became aware of personnel who were about to go offshore.
* Calculated end-of-month reporting of hours worked numbers for various clients to the UK corporate office.
* Updated org charts.
* Assigned monthly Advanced Safety Conversations between leaders and all personnel working in the Houston office.
* Audited files when required by client BP, post-Macondo (2010 Deepwater Horizon explosion).
* Worked many overtime hours to achieve requirements by clients and employer during first two years, before oil-and-gas downturn during third year

**Document Control Specialist onsite at client BP** 2011-2012

* Supported a team of specialists developing the Attolo subsea pump.
* Used Microsoft SharePoint as the repository.
* Formatted technical Word documents to BP standards before final approval.

**JACOBS ENGINEERING, Lakeland, FL** 2011

## Document Control Technician

* Procurement document control communications between the Lakeland, FL and Morocco offices, working

6.5 months in the place of someone on medical leave. Used JPI, Jacobs Project Information software.

**2010 Census, Houston, TX** 2010

## Receptionist and Clerk in Local Census Office of Southwest Houston

* Provided support services for Field Operations, including evening receptionist duties.

**JACOBS ENGINEERING, Houston, TX** 2007-2009

## Piping Isometrics Clerk 2009

* In lieu of December 2008 lay-off, was loaned for eight months by Project Administration Department to

Piping Department.

* Maintained, copied, distributed to departments and piping checkers, and filed in used 11”x17” binders over

20,000 checked piping isometric drawings (six copies of 3,600).

## Document Controller, Houston, tX 2009

* As Motiva job was winding-down, also checked part-time the project books for CPChem project.

## Project Administrative Assistant for Modules Team, Motiva Port Arthur Crude Expansion Project 2007-2008

* Enabled Modules Manager and team of $7.3 billion refinery expansion project to be more productive by

handling a variety of tasks.

* Maintained project files, both electronic and paper.

**Aker kvaerner (burnett specialists), Houston, TX** 2005-2007

**Subsea Document Controller**

* Prepped, scanned and posted on a common drive viewable company-worldwide, packages of purchase orders and work orders received from manufacturing facility.
* Assisted in various phases of building MRDBs (Manufacturing Records Data Books) using documents previously scanned.
* Made suggestions that were implemented to increase department productivity including:

(1.) made a spreadsheet to easily and quickly identify whose print job was in the queue and stopping production,

(2.) for hard copies and electronic copies to be presented to clients, made divider sheets in Word and converted them to Acrobat to be dragged-and-dropped into scanned documents where the tabs were located in the hard copies (not previously done by supervisor or predecessors),

(3.) added new procedures and informed coworkers about special cases when prepping purchase orders and work orders,

(4.) created and posted by the walk-up scanners explicit instructions, which resulted in fewer interruptions by new users from other departments, and

(5.) corrected electronically and on hard copies typing errors made by coworkers on covers, spines and divider pages inside books that would have otherwise been delivered to clients with incorrect spellings of client company names and project names.

**EDUCATION**

**AA Degree in Social Sciences,** john wood community college – Quincy, IL

**AAS Degree in Drafting & Design Technology,** john wood community college – Quincy, IL

### Paralegal Courses: American Jurisprudence; Commercial Law; Corporations, Partnership and Agency;

### Legal Analysis; Trial Practice; Estates and Trusts

### NATIONAL ACADEMY FOR PARALEGAL STUDIES – St. Louis, MO

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