

**Training:**

- Hazardous Communications trained
- Field Awareness Safety training
- Bear Awareness training
- Other courses required for a TBG Site Access Worker and General Office Worker

**PROFESSIONAL EXPERIENCE**

**Project Specialist, 2014 to 2019, Alaska Gasline Development Corporation**

*Energy, Chemical and Resources (ECR), Jacobs Engineering/WorleyParsons (CH2M HILL), Anchorage, Alaska*

- Responsible for day-to-day technical team operations and administration/direct support of Senior V.P., Program Management
- Responsible for regular identification and communication of pipeline team status and issues, keeping the technical team management and Senior V.P., Program Management apprised
- Pipeline contractor coordination - responsible for deliverable receipt, review and final acceptance for client
- Primary Point of Contact for pipeline schedule, deliverable, budget and contract related questions in Pipeline Manager's absence and interface directly on all the aforementioned subjects with pipeline contractor principals
- Perform pre-approval and acceptance of primary pipeline contractor invoices for client for accuracy, contract compliance and completeness. (Invoices in excess of \$4 Million)
- Responsible for internal (project) and external communications, creation of and response to RFIs with client contractors, state and federal agencies for the technical team and Senior V.P., Program Management. When necessary, attend meetings in Manager or V.P.'s stead and provide updates and an accurate report back
- Work with AGDC document control to establish policies regarding pipeline team documents and deliverables, and ensure all document control procedures are followed
- Managed AKLNG Summer borehole schedule, deliverables, deliverable approval and transmittal to JVA
- Led AKLNG/AGDC Contractor SimOps Coordination and generated/wrote the final SimOps Coordination Protocol for AGDC and AKLNG contractors

**Public Involvement Lead/Project Coordinator, 2010 to 2014**

**Transportation Business Group (TBG), CH2M HILL, Anchorage, Alaska**

- Plan and execute Public and Agency outreach efforts, public meetings, and the development and maintenance of a detailed project website to disseminate information and project documents
- Plan and execute, multi day, executive level meetings for over 75 individuals from firms around the United States
- Procurement of goods and services required for project tasks, planning and logistical coordination, and project and document controls for remote projects from the Yukon-Kuskokwim Delta to Deadhorse, Alaska
- Support and lead remote, all season, environmental field work in Alaska for wetland delineation, cultural resource assessments, wildlife impact studies, and ground water measurement
- Research, data collection, and technical writing functions for local and remote highway projects, environmental permitting, and a 2012-13 Oil and Gas Facility and Infrastructure Assessment
- Use specific internal, design, and project software to complete project tasks and support project management teams (Document/drawing control systems (ex. ProjectWise, Documentum, Etc.) and engineering/design software and relevant add ins (AutoCAD, Bentley, Etc.)

**Key Projects**

- Alaska LNG
- Alaska Stand Alone Gas Pipeline (ASAP)
- Seward Highway: Dimond Boulevard to Dowling Road
- Seward Highway: Dowling Road to Tudor Road
- KPEDD Cook Inlet Oil and Gas Facility and Infrastructure Assessment
- Port of Anchorage Suitability Study and 15% Concept Design
- Shepard Point Oil Spill Response Facility
- Pebble ESIA

**Prior Experience**

**Project Lead/Wildlife Specialist, 2009 to 2010**

*USDA Wildlife Services, Anchorage, Alaska*

- Lead and trained teams of up to five individuals in resolving human vs. wildlife conflicts
- Maintained vehicles, firearms, office equipment and associated inventories
- Logistical coordination for remote projects around Alaska

- Worked with DOT managers to formulate long-term wildlife management goals
- Responsible for database management and reporting year-end field data to state and federal agencies

**RV Sales Consultant, 2006-2007**

*Great Alaskan Holidays, Inc., Anchorage, AK*

- Delivered professional product presentations to customers
- Managed and updated customer and inventory information using Astra IDS dealer management software
- Coordinated delivery of sold units with service and housekeeping department
- Delivered sold units to customers with a full demonstration on all coach systems
- Achieved the Winnebago “Circle of Excellence” award as part of the 2007 sales team

**Carpenter, 2005**

*Comark Building Systems, Anchorage, AK*

- Installed acoustic ceilings in modular housing units
- Ensured ceilings met code and quality control requirements
- Utilized all available resources to complete assigned tasks in a timely manner
- Collaborated with sub-contractors to complete subfloor insulation after ceilings were installed

**Carpenter, 2005**

*Western Enterprise, Inc., Anchorage, AK*

- Fabricated and installed insulated skirting for modular housing units
- Maintained personal and company tools to eliminate downtime and help meet project deadlines

Led small teams to complete tasks in an effective and timely manner