

Shelia D. Chandler

19810 Iceland Ct.

Spring, TX 77379

318.402.7488

travis.chandler@sbcglobal.net

NATURAL GAS PROFESSIONAL

Nominations * Scheduling * Customer Representative * Contract Administration
Pipeline * Upstream * Downstream * Storage

A multi-accomplished Natural Gas Professional; conversant skill-set, strong team-working and multi-tasking abilities, effectively completes daily responsibilities and projects within time and budget constraints. Portfolio includes private and publicly held companies offering an all-encompassing range of functions.

Skills:

- Windows Office: Excel, Word, Outlook, Communicator
- EBB: CEGT, ANR, CGT, ETC, GS, NGPL, NNG, MEP, SS, TETCO, TGPL, TGT, TGC

PROFESSIONAL EXPERIENCE

Enable Gas Transmission

2010 – Present

Volume Control Analyst / Customer Representative

- Establish the Company as the preferred service provider by building strong, positive relationships with Shippers.
- Analytical ability to work in a fast-paced environment meeting deadlines validating nominations and confirming volumes for each cycle utilizing numerous Electronic Bulletin Boards.
- Proactively assist to resolve Shipper's transportation issues; nominations, scheduling reductions, imbalances, shut-in's, maintenance, and OA's.
- Responsible for creating and remitting Maintenance, Shut-In notifications and Non-Critical Postings.
- Confirm Shipper's performance remain within boundaries of applicable contract by monitoring contracts staying abreast of revisions.
- Committed to comply with rules, regulations, and laws set forth by the Tariff(s) and Company.
- Re-wrote and maintain Company's Volume Control Policies and Procedures Manual.
- Train new employees for their assigned function.
- Insure safety for Company assets, employees, public, and personally by remaining focused and adhering to safety regulations.
- Successfully complete monthly invoice close in a timely manner for current month and prior month's reconciliations.
- Continue excellent customer service through on call service after hours; weekends and holidays.

Accomplishments

- Bonus Awarded - Acknowledged for dedicated service during company relocation.

Enterprise Products Partners, L.P.

2007 - 2009

Senior Pipeline Analyst

- Ambitious self-starter with excellent communication skills performing after hours scheduling duties in a self-directed environment.
- Endorsed customer satisfaction through assistance with all transportation matters.
- Proficient utilizing numerous pipeline EBB's.
- Streamlined spreadsheets for storage gaining more up to date reporting with fewer errors.
- Succeeds maintaining mandatory pipeline capacity regulations working closely with internal and external pipeline reps, gas control, commercial, and field personnel.

Calpine Producer Services

2003 - 2007

Senior Gas Scheduler

- Flexible, capable of working under pressure adhering to crucial deadlines in a fast paced environment; control nominations from wellhead to burner tip (entitlements, nominations, confirmations, and balancing).
- Pioneered method to identify, prevent, and correct nomination, storage, and/or throughput volume variances resulting in little to no pipeline penalties.
- Accomplished profitable market strategy; interpret and communicate pertinent information to commercial (daily plant burns, pipeline operational postings and conditions, imbalances, physical supply, and injection/withdrawal storage).
- Completed each monthly close on time through collaborative effort with back office for invoice approvals and prior month's reconciliations.
- Curtailed LDC swings by continuing scheduling duties after hours.

Accomplishments

- Bonus Awarded - Completed training and company relocation ahead of schedule.
- Bonus Awarded - Proficiently fulfilled responsibilities on two scheduling desks.

Ocean Energy, Inc.

2001 - 2003

Senior Contract Administrator

- Achieved mutually beneficial agreements through excellently comprehending legal documents, and directing discussions with management, legal counsel and markets.
- Ensured contract accessibility by devising and instituting a new proactive filing system incorporating new and existing acquisitions.
- Detects contractual issues and takes action to complete satisfactory resolutions for all parties involved.
- Assist back office confirming contractual information completing monthly invoicing process within crucial deadlines.