

Jeannie Harper

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(832) 978-3207

SKILLS/COMPUTER SKILLS:

Business Object, IHS IMPACT, SAP –Atlas, Blueprint, SERP, SAP HSE Odyssey, JD Edwards ERP, Engineering software, ORACLE, Microsoft Window NT VISTA, Excel, PowerPoint, Word, Access, MS Projects, SharePoint, Lotus Notes, Enterprise One, ISNetWorld, HSE Action Tracker, KMI, DOT First Advantages

EDUCATION:

Texas State Technical College, Waco, Texas
Houston Community College, Houston, Texas
University of Phoenix Houston, Texas

EXPERIENCE:

Shell Oil Company

November 2013–April 2015

SOMIT Finance Analyst/ HSSE Advisor - Downstream Projects

- Coordinate overall financial tracking activities for Upstream America SOM (Service Operation Management) Projects
- Consolidate input from Portfolio Managers for Monthly Dashboard
- Interface with Upstream America SOM PMO (Portfolio Manager Operation) organizations to influence compliance for Upstream SOM projects
- Quarterly alignment and review Current Year Budget to Latest Estimate for each active project and each Portfolio Funnel
- Invoice payment and related issue management
- Submit requests for WBS(s) and/or PO requests as needed
- Leverage Project Managers by assisting with reporting of financials for ITSO projects
- Maintain awareness and participate in ongoing changes to PRT (Project Reporting Tool) and SharePoint
- HSSE Management System Support for multiple major global Downstream Projects
- Global data incident collections, trending and reporting to HSSE in Projects
- Incident tracking, trending and reporting related to HSSE in Projects
- Development and implementation of standard HSSE work practices Performs a HSSE reporting tasks for specific project phase
- Technical assurance review is required for the majority if the work products
- Provided PPE supplies and learnings for the team
- Tracked HSSE KPIs, Recourse, TRCF data monthly, and quarterly
- Function as liaison between HSSE projects team and operation projects
- Assist HSSE Project Leads with Fountain Incident Management (FIM) incidents, reporting and closed out on their HSSE incident(s)
- Provide HSSE data for Brownfield, and Greenfield projects
- Complying with programs regarding health, safety and protection of the environment and demonstrating safe work practices, takes part in safety/staff meetings as required, and advises relevant personnel of any non-conforming conditions

BHP Billiton

January 2013–September 2013

HSE Community Coordinator

- Acted in a technical role assessing and creating competencies for HSEC with Environmental Engineering, Emergency Response, and Regulatory
- Maintained the MSDS and Chemo-Alert for hazardous materials inventory and risk classification systems
- Audited HSEC incident databases using the KMI and Action Trackers
- Gathered Incident trends with incident details
- Tracked completion of action items (closeout process) and enters contractors into ISNetWorld
- Coordinated support to Incident Management Team to generate documentation and maintain the update statuses and prepare presentation materials for the HSEC Tool Box Talk meetings
- Maintains required records from OSHA 300, Workers' Compensation reports from ISNetWorld

ExxonMobil

June 2010–November 2012

SSHE PNG Project Coordinator

- Generated and conducted PNG incidents audits and data entries within IMPACT by monitoring and tracking safety trends with TRIR Weekly, Monthly, Yearly reporting
- Produced numerous IMPACT SSH&E quality status reports and created IMPACT PowerPoint presentation training materials with practical safety culture to include teaching and validating behavioral, hazard recognition, and mechanical safety
- Designed and maintained reporting templates for weekly, monthly business team, stakeholder, and performance metrics
- Auditing SSHE statics PPG Incidents, security, health, safety and environmental
- Participated in SSH&E Safety meetings to share safety methods for project site for evaluating procedures, facilities, and equipment to identify unsafe conditions
- Established training content consistent with SSH&E Programs and Processes

Shell Oil Company
HSSE Global Gatekeeper

September 2001 - May 2010
2007 - 2010

- Advised HSSE Global Regions Wells Drilling Operations teams of HSSE knowledge and standards on OSHA Offshore protocols and Shell's HSSE 12 Life Savings Programs and Permits Rules
- Supported Offshore HSSE data and implementation of Emergency Response Sites, Crisis Management plans
- Knowledge of OSHA 1910; Oil Pollution Act; Clean Water Act; Spill prevention Control and Countermeasures; Resource Conservation
- Follow through incident action items, audits and risk management protocol through IHS Incident software
- Coordinate the implementation and continuation of the JSA-JSO safety function
- Inspect and evaluate workplace environments, equipment, and practices, in order to ensure compliance with safety standards and government regulations
- Contributed with HSSE Manager to facilitate and tracked action items/plans, safety protocols preparation and confirm compliance with policies, controls and documentations
- Organized QHSSE orientation and to all new and existing employees and with operations teams, managed the investigation of all incidents and near misses, corrective actions, reliability and failure analysis, operations procedures, KPI performed Metrics, TRIR Reporting requirements using Excel, Fountain Incident Management (FIM) and Business Object reporting
- Conducted general QHSSE workshops and Dropped Object Safety HSSE Leadership Teams
- Facilitated the HSSE Wells Drilling worldwide website administration system, Newsletters production and team meetings and executed Wells Globally HSSE Coordinator for Onshore and Offshore Rigs
- Projects: Brownfield, Majnoon, Kashagan, Pearl GTL,

Project Coordinator

2001–2007

- Consulted and formulated global prefund projects WBS's with Sarbanes Oxley protocols and standards with Managers/Directors, Engineers and 3rd parties for creation of SAP Global WBS(s) proposals and sale orders assigned for SIEP Upstream Projects ranging from \$150k-\$500M+
- Provided multiple of services and daily inspections and monthly, quarterly and yearly finance reports
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and PowerPoint report
- Maintains accounting controls by preparing and recommending company policies and procedures
- Accomplished new strategy for intercompany billings
- Sustains financial security by following Sarbanes Oxley Controls
- Prepares budgets/audits by verifying documentation, and requesting disbursements
- Resolves financial discrepancies by collecting and analyzing account information
- Appointed as Global Projects Leads for Canada, Brazil, Nigeria, Libya, Algeria, Norway, Gulf Mexico