

Lorie A. Kasper
Cell (832) 258-7463
loriekasper@hotmail.com
Houston, TX

Director of Personnel:

As a business professional seeking a new employment opportunity, I am interested in exploring the possibilities for employment with your organization. I would appreciate the opportunity to meet with you and discuss the possible positions within your company.

Thank you in advance for your time and consideration of my resume. I look forward to hearing from you in the near future.

Sincerely,

Lorie A. Kasper

Lorie A. Kasper
Cell (832) 258-7463
loriekasper@hotmail.com
Houston, TX

Objective

Seeking a career that will utilize my experience and skills, while offering me a fresh new challenge.
Team player with high ethical standards that leads by example and demonstrates good judgment.

Summary

Executive Assistant, Project Management and other areas of expertise. I have worked on Growth Capital and Opex maintenance projects for Onshore and Offshore. (Eagle ford, Bakken, East Texas, Offshore Deepwater Gulf of Mexico and Mississippi Canyon, Terminals-Caddo Mills, N. Little Rock, Cushing.

Technical Skills

Dynamics 365, EMK3, File Cabinet, PMP Course, Great Plains Accounting Software, Cyma Accounting, Peachtree Accounting Software, SAP, MS Word, MS Excel, Access, PowerPoint, Visio, Notepad, Power Plan, Kwik Tag, ISNetworld, MS Flow, QuickBooks Accounting Software.
Enertia, RIM Base, Petra, Drilling Info, I H S Enerdeq, Neuralog, Neuraview, Neuramap, Neurascanner, Neurasection.

Experience

American Midstream **6/2015-11/2018**
Project Controls Specialist/Project Controls Management

Responsibilities include, but not limited to:

- Manage and report on all Capital Projects for the company
- Generate Project Purchase orders (PO), Work Orders (WO) based on data driven estimates as well as revisions with project management
- Forecast costs based on Project Management (PM) & Construction Management (CM) reports and PCG data reports
- Manage expenditures to ensure PM/CM are on track per budgets/revised budgets per real world events
- Communicate with Management, providing per project reports utilizing all data collected as analyzed and interpreted
- Assist in generating reports on financial progress for ongoing projects
 - Maintain running log of costs against approved Release Orders (RO) to notify PCM/PM/CM of rolling spend/percentage variances

- Interface with Accounting Department to efficiently and accurately attest invoices prior to payment, utilizing available and ensuring costs are accurately attributed to projects
- Knowledge of all vendor MSA, CSA ,Vendor ratings in ISNetworld etc.
- Assist Supply Chain Management (SCM) to maintain up-to-date records of Vendor Rates
- Create, maintain and update various documents/excel spreadsheets for Budgeting, Cost Tracking and reporting
- MSA's, CSA's, amendments
- AFE initiation's/Close outs in system, AFE tracking and reporting
- Training employees on various spreadsheets used, software and tools
- Assist in creating/implementing process and procedures. Also, creating narratives and Viso flow charts
- On boarding for department new hires
- All Executive admin duties

Penn Virginia Oil and Gas

01/2012- 5/2015

Geology & Marketing Coordinator-Project management/ Executive Administrative Assistant to VP Exploration/VP Marketing

Responsibilities include, but not limited to:

- Responsible for all AFE's, tracking and reporting
- Make travel arrangements, Schedule appointments/manage calendar, meetings (as well as coordinate, order, set up lunches) Expense reports, finding Venues for events, Coordinate and attend lunch and learns
- Responsible for all Conference and Seminars. i.e. DUG, NAPE (Booth Displays as well as representing the company at each one)
- Work closely with Accounting on invoicing and coding for Exploration department
- Exploration research, Employee Pcards expenses, Scanning, Plotting out maps, Contracts and Agreements, Tracking of all Department AFE's, Seismic bids, Subscriptions etc.
- Data room and FTP site- Gathered all data and uploaded as needed
- Organization of all Well Data digital copies, hard copies as well as crop well headers and send to Railroad Commission to check for accuracy
- Responsible for all Seismic digital filing as well as keep a spreadsheet of all proprietary data inventory
- Assist with Department budgeting
- Gathering of all LAS Files, Velocity Surveys, Sonic Density logs etc. from Velocity Databank and TGS for current projects
- Familiar with Digitizing Logs
- Familiar with project migration of Petra projects
- Data Loading
- Heavy interactions with vendors

KALOGRIDIS INTERNATIONAL

12/2010-12/2011

Manager/Executive Administrative to President/Human Resources

Accounting and Customer Service Duties:

- Assisted with creating financials for revenue, of \$12 to \$15 million annually
- Accounts payable, data entry, check generation and invoicing
- Create Purchase orders
- Payroll (Oasis Outsourcing)
- Human Resources
- Employee benefits including 401k, Health Insurance, Paid time off and Vacation
- Visas, Passports, I-9's, W-4's, Employee set-up and drug screenings
- Reconciliation of bank statements
- Posting of all checks and credit card payments
- Maintain records, sufficient to support sales transactions
- Heavy customer service, phone and face to face
- International and Domestic travel arrangements

BKR Building Products

01/2007- 11/2010

Executive Administrative Assistant to CEO

Responsibilities include, but not limited to:

- Make travel arrangement, both domestic and international
- Travel domestic and international, when needed
- Responsible for Trade Shows
- Schedule appointments/manage to a calendar
- Screen and record phone calls
- Marketing/Sales
- Heavy interaction with contractors
- Advertising: create brochures and newspaper ad's etc.
- Interview potential employees
- Assisted with creating financials for revenue, of \$10 to \$15 million annually
- Accounts payable, Accounts receivables processing, data entry, check generation and invoicing for three companies (law firm included)
- Payroll (Paychex and Pay systems)
- Human Resources
- Employee benefits including 401K, Health Insurance, Paid time off and Vacation
- Passports, I-9's, W-4's and Employee set-up
- Reconciliation of bank statements and invoicing
- Posting of all checks and credit card payments
- Maintain records, sufficient to support sales transactions
- Analyze and investigate productions, sales, and/or product pricing
- Assist in overseeing CSR dept. and sales people
- Heavy customer service, phone and face to face

Keywords: A/P, A/R, QuickBooks, Admin, Payroll, Reconciliation, Travel, CSR, Recruiting, Interviewing, Data Entry, Invoicing, Collections, Marketing, Employee Benefits, WC, TEC, 941 Tax/Sales Tax reporting.

References upon request