**Cindy L. Colvin**

*P.O. Box 422 Rock Springs, WY. 82902 141-17 Nikula Rd. Winlock, WA. 98596 307-679-2763 cell*

Objective

A position that provides challenge, variety and opportunity to work in conditions that allow the use of my skills, talents, and overall ability. Make a significant contribution to my employer’s success, as well as assure myself of a permanent and secure future.

Employment

ADMINISTRATIVE ASSISTANT III May 2003 to Present

*Dominion Energy / Wexpro (aka Questar) P.O. Box 458 Rock Springs, WY 82902*

Assistant to the General Manager of Wexpro. Bid Coordinator/Operations/Warehousing. Write up scopes of work for upcoming projects, put together a bid packet and send to vendors. Collect all the bids, determine the vendor to be used based on performance, cost and availability. Send through the Bid Committee for signatures and award the bid to the successful candidate. Reconciling 100+ company credit cards, entering meter calibration reports. Fleet operations, compile data for 100+ vehicles and determine what units need replacing for the upcoming year, spec the trucks out and send out for bid. When I receive the trucks I work with the garage on setting them up with Methanol/Glycol tanks, tool boxes, bed inserts, etc. Check them over and make sure they are field ready. MOC (management of change) coordinator. Perform accounting duties, matching invoices with packing slips and statements, coding invoices in ADP and sending them in for approval to be paid. Time Administrator, entering timesheets into SAP and running time reports. Backup to purchasing and warehousing. Dispatching pipe out to the Drilling and Workover Rigs. Receiving pipe into the yard, material transfers and keeping good accurate reports of casing and tubing. Sending all pipe out for inspection and charging/crediting pipe to wells accordingly. Data entry, keeping track of all downtime and gas productions for 2 fields. Monthly reports such as Instorage, Gasoline, Filling Station, Water and Condensate hauling & productions. Creating reports for methanol and glycol tracking for 300+ wells. Knowledge of Microsoft Excel, Word & Outlook. Strong organizational skills and meeting deadlines. Filing, answering phones. Perform other duties as assigned.

BOOKKEEPER January 2000 – May 2003

*Benedict’s Market Place Mt. View, WY 82939*

Perform a variety of accounting duties including accounts payable and accounts receivables, analyze, code and prepare invoices for payment and cut checks. Balance GL’s and all delivery invoices. Break out the billing into the different departments and make sure they get charged accordingly. Match all invoices on charge accounts and bill customers, record all payments received. Balance all cashiers drawers and make daily deposits at the bank. Keep clear and accurate books, help manage cashiers and perform other duties as assigned.

PRODUCTION SECRETARY/ENVIRONMENTAL

 *Tg Soda Ash* March 1998 thru January 2000

 Green River*, WY 82935*

Responsible for operations tracking. Keeping track of and entering overtime for employees called out. Tracking of all ore mined, useable tonnage for quality Trona for processing into soda ash. Downtime tracking of all processing equipment such as Calciners, Crystallizers, Dryers and Boilers for the Caustic and Caustic Evap. Plants. Keeping track of the Plant Production on Caustic and Soda Ash produced. Helping with Quarterly Review book. Creating PO’s and writing work orders. Ordering of all office and field supplies. Good working knowledge of Microsoft programs in order to make new spreadsheets and tracking records. I then transferred into the Environmental Department to work on the Ducking crew. Drive out to the Tailings Pond and work on the rescue crew. Operate and maintain an Airboat, catching of Waterfowl. Taking them back to the plant, cleaning and doctoring them. Keep records of species and condition of water fowl. Drive them to a new location and releasing them back into the wild. Repair propane cannons, measure the height, depth and size of the pond. Travel to locations out in the field, measuring water seepage, pulling bad pumps, repairing or replacing them as necessary. Work closely with the BLM and DEQ.

EDUCATION

Graduated from Mt. View High School May 1987

Graduated from WWCC May 1995

Earned Associates Degree

 With an emphasis in Accounting and Business

 REFERENCES

 Tammy Surline

 Sweetwater County Library System

 (307) 389-2106

 Jimmy Druce

 Questar/Wexpro (Retired)

 (307) 349-2038

 Julie Lutz

 FMC/Environmental Engineer

 (307) 870-4548 or (307) 872-2161