

Christine L. Cabiness

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OBJECTIVE

After a successful career in a corporate setting, I am seeking a new challenging position with extensive people interaction, a non-traditional work environment, and location dependent;

QUALIFICATIONS

- Self-motivated, creative, innovative, goal oriented, analytical problem solver with strong leadership qualities.
- Effective communication skills, good listener, flexible, willingness to accept new ideas, networks well, team player, volunteer, gardener, general love for the outdoors;
- Proficient in Microsoft Access, Excel, Word, PowerPoint, Outlook, Petroleum Information, Dwigths, Enertia, Field Direct, PKZip, Citrix, Adobe, SAP Production, Drilling Information, ACL certified, OSHA certified;

EXPERIENCE

4/2009 – 5/2010 Gillette Air Conditioning	Construction Department – Commercial & Residential Human Resources, Safety Department, & Payroll Interview and handle application documentation process, run background checks, monitor drug screening, discuss company policies, benefits, and job equipment requirements with job applicants; Input and submit certified payroll; Communicate and work closely with field personnel, general contractors, management, project managers and vendors; Administer and monitor the company safety programs and education; Track accidents and events; Log OSHA Form 300; Provide direction to employee and supervisor medical emergencies; Monitor Senate Bill 9 Employee compliance and school district badging programs; Assist with organization and planning of company parties, and social events; Conduct special audits; Issue purchase orders;	San Antonio, TX
2/2006 – 5/2008 Welder Exploration & Production, Inc.	Production Department Production Analysts & Field Operations Monitored, and tracked daily Company operations; Updated engineer and technical data; Supervised field personnel; Encouraged a 'safety first' lifestyle; Trained new personnel; Processed invoices for payment; Filed federal and state documentation; Produced Company information packages and presentations; Tracked revenue; Worked closely with other Departments;	San Antonio, TX
4/2005 - 8/2007 Self Employed	Home Designed, Builder, Decorator, Landscape Designer & Landscaper Family Retirement Home at 302 Cotton Cloud, San Antonio, Texas Designed, planned, and built family home; swimming pool and outside kitchen and landscaping environment; Worked with general contractors, sub contractors and vendors; Purchased building supplies and materials; Set up bank loans and monitored all financial transactions and budgets;	San Antonio, TX
4/2003 – 2/2005 ConocoPhillips	Sarbanes Oxley Section 404 Project Team Human Resources Executive Administrator & Financial Analyst/Technical Advisor	Houston, TX
7/2001 – 3/2003 Conoco Inc.	Internal Audit Financial Auditor/Ethics Compliance Officer/Floor Warden Fire & Safety	Houston, TX
7/1992 – 6/2001 Conoco Inc.-Dupont	Joint Interest Contract & Compliance Joint Venture Auditor/Database Development/Safety Director/Building Captain	Houston, TX
9/1985 – 6/1992 Conoco Inc.-Dupont	Gulf of Mexico & Alaska Division Record Room Manager/Financial Analyst/Data Sales/Purchase Agent Supervised Record Room staff, handled annual employee reviews, interviewed new hires, implemented training programs, handled problems, promoted safety awareness, supported diversity, and employee motivation; Publication of Records Guidance Manual; Creation of onsite Record Rooms; Automated, procure, and sold geological & geophysical data; Established check in/out system; Maintained record room budget, admin, and inventory; Co-Author of Record's Retention policy; Co-Author of Employee Compensation Awards Policy;	Houston, TX

EDUCATION

ConocoPhillips Law School; Texas A&M University – Math & Science-Senior status; Spring Woods Senior High School -Houston, TX; OSHA 10 Hour; OSHA 30 Hours, First Aid, CPR; AED:

PROFESSIONAL CAREER ORGANIZATIONS

Institute of Internal Auditors (IIA); Council of Petroleum Accounts Society (COPAS); American Records Management Association (ARMA); United Way Campaign Manager & Volunteer; ConocoPhillips Emergency Disaster Organization (EDO); ConocoPhillips Crisis Management Support Team (CMST); Desk & Derrick Association (D&D);

CONOCOPHILLIPS CAREER AWARDS

Upstream North America Special Thanks Award - Outstanding Teamwork; Upstream North America Special Thanks Award – Individual; Pioneer Safety Award – Highest Company Individual Safety Award; ConocoPhillips Spirit Award – Prestigious Company Team Award;

REFERENCES PROVIDED UPON REQUEST