**PROFILE:**

* Project Controls practitioner and qualified Civil Engineer
* Experience in large Oil & Gas, Renewable Energy and Construction projects
* Excellent communication skills with ability to communicate with stakeholders of all levels; both internal and external
* Excellent problem solving skills
* Genuine desire to learn with focus on continued professional development
* Ability to work under pressure and to strict deadlines
* Ability to transfer technical engineering skills into a commercial environment
* Varied knowledge of Research & Development Projects
* Engineering, project coordinating and project controls experience
* Experienced in the use of Microsoft Office, SharePoint, AutoCAD, SAP, Primavera P6, Primavera Risk Analysis & Crystal Ball
* Develops & fosters a positive HSE culture

**EDUCATION:**

* NEBOSH *(expected completion of course, September 2017)* 2017
* International Certificate in Risk Management –

Institute of Risk Management (CIRM) 2014

* Introduction to Subsea Engineering (RGU) 2014
* B.Eng (Hons) Civil Engineering (University of Teesside) 2009
* BTEC National Diploma – Mechanical Engineering 2006
* NVQ Level 2 Performing Engineering Operations (AutoCAD Training) 2004

**COURSES:**

* SAP Training Course (Apache Corporation)
* Sharepoint Administrator (Subsea 7 Academy)
* Planning & Controlling using Primavera P6 for Oil & Gas – Foundation Course (Aberdeen Computer Services for Subsea 7 Academy)
* Finance for Non-Finance Personnel (Subsea 7 Academy)
* Introduction to Contract Law (Subsea 7 Academy)
* Facilitation Skills (Subsea 7 Academy)
* Environmental Regulations for Projects (Subsea 7 Academy)

**EXPERIENCE:**

**May 2012 – Present Subsea 7, Westhill, Aberdeen, UK**

*Aug 2015 – Present Risk & Reporting Analyst (Seaway Heavy Lifting)*

*Seconded to Seaway Heavy Lifting: Renewables division of Subsea 7.*

Beatrice Offshore Windfarm Project.

* Performing qualitative & quantitative risk analysis
* Facilitation of Risk Reviews and liaison with all workpack personnel involved in the EPCI, including: design, fabrication, supply chain, operations, project management and commercial risks.
* Risk reviews also carried out within divisional head office in Zoetermeer, Holland and client and subcontractor’s offices in Glasgow.
* All levels of reporting produced; to Management team, Project team and to client.
* Liaison with Project Leadership Team to inform and update on status of potential threats within the project
* Collating and producing overall Project Monthly report to Client
* Production of Risk Management Plan, as well as all processes and procedures required for carrying out appropriate Risk Management on the project, whilst meeting all client requirements.
* Support and track mitigation/enhancement of potential risks and opportunities, whilst promoting safety and integrity consistently
* Effective communication and knowledge sharing to ensure best practice; striving to increase efficiency and business performance
* Working autonomously within the project team

*Aug 2014 – Jul 2015 Risk & Opportunity Analyst*

*Sep 2013 – Jul 2014 Associate Risk & Opportunity Analyst*

* Forming a key part of the Risk Management structure within Subsea 7 to service tenders & projects. Facilitating Risk & Opportunity review sessions,
* Performing qualitative & quantitative risk analysis (Cost and Schedule)
* Aid in the identification and capture within a risk & opportunity register
* Support and track mitigation/enhancement of potential risks and opportunities, whilst promoting safety and integrity consistently
* Reporting to tender and project management teams
* Varied tender and project portfolio
* Risk & Opportunity Representative promoting risk awareness throughout the organisation
* Effective communication and knowledge sharing to ensure best practice; striving to increase efficiency and business performance
* Deputising for Risk Manager in her absence

Projects supported:

* Apache Corporation – Forties Charlie SSIV Installation
* BP – Clair Ridge Project
* BP – SCIRM Project
* BP – Monan SE Project
* Chevron Corporation – SADIE Development
* Dana - Triton
* DSVi (Consortium of companies: Chevron, Dana, Nexen, Talisman, Hess & TAQA)
* Premier Oil – Catcher Area Development
* Shell – Gannet Remediation
* Talisman – Montrose BLP Project
* Total – Mariner Project
* Various Renewables tenders, including: Moray Firth, Inchcape & Beatrice Wind Farms
* Various tier 1 client tenders, including: EPIC & decommissioning
* Risk & Opportunity Management tender support for St John’s, Canada office

*May 2012 – Sep 2013 Technology Project Coordinator*

Focal point within Technology & Asset Development (TAD) for approximately 100 Research & Development projects and studies.

* Planning of all TAD Projects
* Identifying and communicating commercial risk on R&D projects
* Single point of contact for all TAD Project Managers, Country Managers and Territory Managers
* Interface with all levels of the business, including Senior Management.
* Management of new R&D proposals
* Managing various interfaces, including SCM, Finance
* Budget Reviews and variance analysis and reporting
* Creation of technical documentation
* Presentations and raise awareness of R&D projects
* Development and implementation of department procedures and work instructions.
* Sharepoint Teamsite owner
* Data management and support and assist Project/Country/Territory Managers where required

**Oct 2011 – April 2012 Flexlife Ltd, Aberdeen, UK**

*Jan 2012 – April 2012 Project Coordinator / Subsea Integrity Management*

*Oct 2011 – Dec 2011 Technical Data Administrator / Eon Ruhrgas subsea integrity management projects*

**Jan 2011 – Sept 2011 Raeburn Recruitment, Aberdeen, UK**

*Recruitment Consultant*

**Jan 2010 – Jan 2011 Simpson, Coulson & Lees, Billingham, UK**

*Graduate Engineer*

**July 2006 – Sept 2009 K Home International Ltd, Thornaby, UK**

*Trainee Engineer (whilst at University) – Various projects in Dubai, UAE.*

**2003 – 2009 Studying (see ‘Education’ section for details)**

**2000 – 2002 Orange PCS, Darlington**

*Corporate Customer Services*

**1996 – 2000 DX Communications, Aberdeen**

*Mobile Phone Sales*

**1995 – 1996 Hutchison Telecom, Darlington**

*Contracts Department*

**1992 – 1994 Ugland UK Ltd, Banchory, Aberdeenshire**

*Technical Assistant/Receptionist*

**ACADEMIC AWARDS**

FE+ Tees Valley Student of the Year 2007

FE+ Engineering Industry Award 2007

University of Teesside Passport Achievement Award 2006

Thyssen Kyrupp Automotive Tallent Chassis Ltd Award for BTEC National

* Diploma Student of the Year 2005

Student Ambassador 2005