

# Jenna Sample

# Oil & Gas Production

| New York, New York | Phone: 555-555-555 | Email: jenna@sample.com

Results-oriented, charismatic, and driven **Mechanical Engineer** with a solid background in launching successful innovative solutions to leverage process improvement per safety protocol at international companies. Superior capacity to multi-task on assignments in highly challenging, deadline-oriented work environments. Track record of success in forging positive, long-term business relationships in foreign markets through effective communication, project management, and negotiations. Phenomenal grasp on interpersonal communication and cross-functional teams to **drive oil operations**.

*"Sylvester possesses the ultimate "can do" attitude while taking on all tasks with a positive energy and a smile. His upbeat personality and engaging personal style enables him to interact effectively with clients and staff. He is very well organized and keeps track of the details necessary..."*— Ronafalvi Zsolt, Corrocont Ltd.—General Manager

*"[Sylvester] took on challenges of a new and very challenging work environment with the eagerness to learn that you find in few managers. I believe that when Sylvester want to master a task he knows how to find the resources to make it happen."*—Mason Huffine, ICS Technologies—Solar Project Developer and Consultant

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|--------------------------|-----------------------|-----------------------|----------------------|
| ✓ International Policies | ✓ Executive Solutions | ✓ Oil & Gas Protocol  | ✓ Company Logistics  |
| ✓ Supply Chain Method    | ✓ Project Management  | ✓ Process Improvement | ✓ Maintenance Policy |
| ✓ Project/Staff Planning | ✓ Safety Procedures   | ✓ Workflow Leadership | ✓ Strategic Planning |

## KEY CLIENT ACHIEVEMENTS

- Won multiple bids to leverage oil and gas production including the Hallen PSD Cathodic Protection study project for The Oil and Pipeline Agency (OPA) in United Kingdom; the Tupras Water Pipeline Network; the CP System Study project, the Izmir Refinery Management; and the Cathodic Protection Services for Kuwait's Oil Company.
- Oversaw the Tanzania 21 project for the computerization and the provision of solar energy to 1,000+ schools in the Mtwara and Zanzibar Regions under the U.S. Agency for International Development (USAID) program.

## PROFESSIONAL EXPERIENCE

### Consolidated Contractors Co. Mechanical Engineer

**2014 - Present**  
**Kazakhstan**

Supervise the 3GP-FGP Tengizchevroil construction site for all CCC subcontractors while liaising with TCO, KPVJ and other parties to assess workflow and issue performance evaluations. Oversee daily operations and logistics, ensuring policies, procedures, and quality standards were met. Acquire additional duties on a short notice and fill in for managers.

- Spearheaded the \$90M budget with Earthworks, attending to budget allocation, and acquiring noteworthy praise.
- Coordinate a team of 2 subcontractors, evaluating performance and issuing reports within designated turnaround times.
- Oversee over 200 innovative trends in oil and gas, winning \$260M for Civil Works to leverage process improvements.
- Offer innovative staffing solutions, e.g., calculating all risks to reduce losses and drive profit increases industry wide.
- Lead developments and staff logistics by acting as a "go-to" for Project Manager and reporting to the VP of Services.

### Around Trading Co. Risk Manager to General Manager

**2011 - 2013**  
**Palestine**

Monitored and evaluated potential risk factors of new markets both nationally and internationally to identify potential threats in the marketplace. Initiated risk assessments by analyzing documents, statistics, reports, and marketing trends. Coordinated key business operations including production, procurement, supply chain logistics, and financial systems.

- Initiated and coordinated the \$2M dollar partnership with Abraj Investment Funds for a lucrative product investment.
- Drove the Palestinian Investment Fund project, signing a half million dollar project for 8% of the company shares.
- Reduced the production cost of manufactured goods by 25%; increasing efficiency through new production lines.
- Spearhead developments by replacing outdated managerial systems, e.g, CRM and project management systems.

## PROFESSIONAL EXPERIENCE continued

### ICS Technologies Inc.

2012 - 2013

#### Deputy Project Director/Senior Engineer

Tanzania

Engineer in-country operations and personnel under a 47M\$ USAID prime educational award (TZ21). Coordinate in-country logistics, and multi-site teams while formulating policies and procedures. Applied interpersonal communication and followed-up with government officials to implement business operations per deadline and within quality standards.

- Assigned to train locals to abide by quality standards, eventually transferring the project to achieve new cost savings.
- Instituted a rental system versus two warehouse locations, reducing man hours by two-fold and saving approx. \$600K.
- Developed the Management Information System (MIS) – a key system designed to monitor installations and records.
- Applied effective communication and negotiation tactics for the demobilization of a client, saving approx. \$300K.
- Designed the Plug and Play System to reduce onsite installation time, improve quality of installation, decrease man hours, and save approx. \$400,000; elected for additional innovations, which led to overall company savings of 30%.

### Corrocont Group Kft.

2009-2011

#### Cathodic Protection Engineer

Tanzania

Supervised, planned, and scheduled Cathodic Protection projects. Oversaw company assets including staff, installation materials, and structure layouts to plan innovative designs and process improvements across multiple departments.

- Achieved respect among senior/leading managers and stakeholders, acquiring additional oil and gas leadership roles.
- Remained within budget while managing 10+ projects including the Egypt GasTown CP project study for GasTown, the Novi Sat Petroleum Products Pipeline System Project for OTF Ltd., and the Gazoline Pipeline Network for Conpet.
- Spearheaded over 40 innovative projects per budget and design; increasing cost savings by 5-10% within 2 years.

## PRIOR EXPERIENCE

Acquired expertise and multi-department exposure in safety and project/staff management while partnering with Uvegmuvezet Bt. as Junior Bid Manager and the European Commission as Procurement Management Volunteer.

## CERTIFICATIONS & TRAINING

**PTW & JHA Course | Lifting and Rigging Operations – SI-119 | Safe Excavation Practices | Tengizchevroil Preservation of Material and Equipment | CCC**  
**Mentoring and Consultancy of Small & Medium Enterprises | CCE Birzeit Uni**  
**Setting up the Enterprise 2.0 | Dresden University**  
**Safety Health Environment certificate for operative manager | TUV Austria**

## ADDITIONAL PRAISE

*“Mr. Bawab was able to complete his duties as expected and was able to meet deadlines; he attended several meetings with USAID, and Tanzanian officials and was [an] extremely cooperative and informative manager. Mr. Bawab is an assertive person and has great capacity for new initiatives.”*—Fawaz Arafat, ICS Technologies—President

*“Mr. Bawab expresses himself in English (both orally and written) excellently. He is strong in several other languages ...He can easily create contacts and become the leader of a group and/or [partake] in team work. I can recommend him to any kind of work activity requiring good management skills and/or knowledge in mechanical engineering”*  
— Peter Moson, Budapest University —Vice-Rector for International Relations

## EDUCATION

Budapest University of Technology: **M.S. Mechanical Engineer (Honors), B.S. Mechanical Engineer**  
Oxford Brookes University: **M.S. International Business**