
Gas Scheduler Resume

Job Objective

A talented, hardworking, knowledgeable and experienced Gas Scheduler seeking employment within your company.

Highlights of Qualifications:

- Remarkable experience in managing natural gas infrastructure
 - Deep knowledge of scheduling for pipeline gas
 - Huge knowledge of gas procedures and practices
 - Exceptional ability to provide optimal customer services
 - Outstanding ability to adapt to changes quickly
 - Good understanding of natural gas infrastructure
 - Ability to prepare financial models and manipulate data
 - Ability to monitor all business transactions
 - Familiarity with various computer programs
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Professional Experience:

Gas Scheduler
Hilcorp Energy Company, Chicago, IL
August 2007 – Present

Responsibilities:

- Administered all gas scheduling processes and ensured optimal level of safety.
- Coordinated with partners to resolve all gas associated issues.
- Administered activities as per office policies and procedures handbook.
- Maintained knowledge of industry news through all genre related publications.
- Developed operational reports on everyday basis for gas activity.
- Evaluated accuracy of all pipeline statements and resolve any issues.
- Provided support to all billing and payment for gas and prepared reports.
- Assisted in monthly reconciliation of payments on monthly basis.

Gas Scheduler
SouthWestern Energy Company, Chicago, IL
May 2004 – July 2007

Responsibilities:

- Maintained knowledge of industry and all tariff changes.
 - Provided support to all financial accounting processes and forecasted all reconciliation.
 - Administered transactional invoices and obtain appropriate signatures.
 - Provided support to all customer choice programs for capacity release activities.
 - Analyzed computer systems and recommended improvements to processes.
 - Maintained knowledge of scheduling requirements and designed capacity release.
 - Performed negotiation for all firm transportation requirements.
 - Ensured compliance to all procurement strategies.
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Education:

Bachelor's Degree in Engineering
Northeastern State University, Tahlequah, OK

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