
Natural Gas Scheduler Resume

Job Objective

Seeking Natural Gas Scheduler position in order to use skills, experience and training to further grow and develop the company.

Highlights of Qualifications:

- Admirable experience in scheduling pipeline distribution of natural gas
 - Sound knowledge of accounting and scheduling processes
 - Profound knowledge of physical natural gas industry
 - Exceptional ability to maintain relationships with internal and external clients
 - Remarkable ability to adapt to changing demands for market
 - Ability to communicate with all clients
 - Ability to resolve all issues efficiently
 - Familiarity with safety and environmental regulations
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Professional Experience:

Natural Gas Scheduler
Crosstex Energy Services, Nashville, TN
August 2007 – Present

Responsibilities:

- Administered delivery of natural gas to customers on everyday basis.
- Managed contractual data and maintained receipts for all deliveries.
- Coordinated with supplier and customers for communication of delivery chain.
- Ensured delivery and supply point for all gas purchases and selling.
- Assisted gas marketing personnel and resolve issues within timeframe.
- Maintained knowledge of all physical gas movement through spreadsheets.
- Prepared physical sales data reports and facilitate modifications if required.
- Collaborated with suppliers and purchasers to minimize any imbalances in transfer.

Natural Gas Scheduler
Aerotek Energy Services, Nashville, TN
May 2004 – July 2007

Responsibilities:

- Developed schedules for shipments on everyday basis.
 - Prepared and maintained records of nominations for delivery points of operators.
 - Evaluated everyday capacity of pipeline to ensure uninterrupted services.
 - Managed all communication for schedule and maintain accuracy of information.
 - Monitored all requests of customers for schedule changes and ensure resolution.
 - Ensured compliance to all pipeline tariff and regulations.
 - Coordinated with field operations teams to participate in scheduling meetings.
 - Designed schedule for pipeline to minimize all operational costs and reduce errors.
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Education:

Bachelor's Degree in Business Management
San Jose City College, San Jose, CA

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