
Regulatory Specialist Resume

Job Objective

To obtain a position as Regulatory Specialist in which my skills can help to increase the number of clients and sales for the company.

Highlights of Qualifications:

- Huge experience with salt water disposal wells w/ EPA
 - Familiarity with oil and gas operations current state, federal and local laws, rules and regulations
 - Proficient with Microsoft Office, Word, Excel and PowerPoint
 - Ability to interpret and analyze government regulations
 - Ability to draft complex forms and documents
 - Ability to manage time effectively even with competing priorities
 - Strong analytical and problem solving skills
 - Effective project management, technical and communication skills
 - Excellent relationship building skills
-

Professional Experience:

Regulatory Specialist

Shell Exploration & Production Inc., Moorhead, ND

May 2006 – Present

- Provided ongoing advice and guidance to the business.
- Facilitated compliance issues discussions.
- Assisted in creating negotiation strategies.
- Assured other staff members are properly equipped for meetings with Regulators.
- Assured optimal utilization of existing EP Regulatory resources and processes.
- Supported the development of new processes to address the gaps.
- Took part in applicable Trade Association meetings and work efforts.

Regulatory Specialist

Petroleum Field Services, Moorhead, ND

March 2003 – April 2006

- Created and submitted regulatory applications and notices of work completions.
 - Provided necessary information to the agencies.
 - Verified adherence with regulatory reporting requirements for all phases of operations.
 - Visited the field operational areas and the offices of regulatory agencies in various states.
 - Submitted application packages and stayed updated on status.
 - Coordinated and managed submittal of various reports required by governmental agencies.
 - Communicated with customers, internal and external, on regulatory status of products.
-

Education:

Bachelor's Degree in Manufacturing Engineering

Saint Olaf College, Northfield, MN

[Build your Resume Now](#)