

Craig Smith

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SAP - Audit - JIB - Oil & Gas - Scheduling

Worked jointly with the Joint Venture Liaison and Response Analyst in preparation and support of the Joint Venture Audit process. Scheduled and prepared hours of pre-work data.

What I have been doing, 8 years hosting audits with a team of five. 2018 we hosted 37 auditors from 8 major oil partners. 69 weeks, 229 man weeks, 564 IR's with a 91% completion rate for \$3,248,378,806.66 in total charges to the wells.

I am currently seeking a financial audit position with an oil @ gas or financial institute looking for a financial analyst. Project Manager / Operations / Logistics / Accounting

- SAP PR5 / PRO
- Excel/Outlook/Word
- JIB Recon / JADE
- AFE / Contracts
- Oil & Gas Accounting
- Cyber Security
- Strong Analytical
- Scheduling
- Problem-Solving

PROFESSIONAL EXPERIENCE

BP America- Houston, TX

2011 - 2019

Joint Venture Audit Analyst and Scheduler

BP's home office is in the UK. BP is known world wide with assets all over the world. BP is a producer of oil & gas and wind energy. BP has a large presence in the Gulf of Mexico and the Houston area.

- Assist the joint venture scheduling liaison and response processes prior to, during and following the field work of external audit companies (verbal and written contact with BP's Vendors, Accenture/IBM and BP personnel to clarify information on invoices or request additional support documentation to BP's charges to the non-operators)
- Determine and confirm scheduling dates, prepare scheduling confirmation letters, analyze WI ownership in audited properties, and provide subsequent JADE cost extraction.
- Extract various Drilling Information Management System (DIMS) reports for drilling wells to be audited.
- Coordinate payroll burden and overhead reports monthly.
- Perform research in SAP for various transactions pertaining to JADE and audit inquiries.
- Work jointly with and assist the JV liaison in the preparation of audit data and in support of audit inquiries.
- Request and obtain well file/contracts/AFE's and other audit support information from various sources prior to the onsite audit field work.
- Track audit activity via various Excel worksheets.
- Performs Joint Interest Billing to Joint Audit Data Exchange (JADE) reconciliations.
- Strong analytical and problem-solving skills.
- Exhibits strong organizational skills and manages a variety of assignments consecutively.
- Promotes teamwork and support and assist others in achieving goals.
- Cyber Security Ambassador for the joint venture audit group, keeping us Cyber safe.
- Very proficient in software programs: SAP PR5 and SAP PRO (Financial Material and JV Modules) Microsoft Excel, MS Outlook and Microsoft Word.

Falcon Graphite Rods - Broken Arrow, OK**2005 - 2010**

Expediter of Fishing Equipment

Falcon ships graphite fishing rods & Equip all over the US , Mexico and China. Beginning the process with labels and product tags and inspection of rods. Orders are taken over the phone , on-line and by sales reps. The orders are packed and processed for shipment.

- Coordinated logistical delivery of equipment and customer orders.
- In-depth knowledge of processing shipments by means of database.
- Resolved customer complaints and inquiries.
- Inspected shipments for quality control prior to shipment, liaison to shipping companies.

Green Country Energy - Jenks, OK**2002 - 2005**

Plant Operator

Green Country Energy is a state the art 795 MW Natural gas fueled combined cycle power generation plant.

- Monitored and escalated potentially dangerous electrical equipment and faulty instrumentation.
- Worked with state of the art combined cycle power plant.
- Serviced equipment and systems. Maintained systems involving hazardous chemicals, gases, and liquids.
- Analyzed and interpreted data from facilities equipment.
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- Analyzed and interpreted data from facilities equipment.

PSO / AEP - Tulsa, OK**1981 - 1999**

Operations / Fleet Specialist

Pubic Service Co. has a fleet size of 1000 + pieces of equipment. Covering most all of NE Oklahoma. The fleet maintenance facility of 40,000 sq. ft. Would host millions of dollars of new equipment and the newest repair and construction tools and equipment.

Responsible for the production and organization of operations of a 10 million dollar maintenance and production facility with cutting edge equipment.

- Proven leader in growing a 4000-square foot paint and fabrication facility, with a multi-million-dollar budget, to 40,000-square foot state-of-the-art facility capable of maintaining a four-state fleet system.
- Managed of company employees, contractors, and the interaction within the context of the company's work flow.
- Served as the organizations' liaison with engineering, construction and many work groups within the largest utility company in the state.
- Streamlined processes and brought outsourced construction projects (i.e. Fabrication, Paint, Repair, ETC.) to reduce inefficiencies and cost savings.
- Oversaw purchasing, inventory control, ordering of all supplies and processing sales and product delivery.
- Engineered and constructed an oil recovery system that saved \$ 5,000 monthly in oil waste disposal.
- Coordinated the custom design in fabrication of trucks and equipment and the refinishing.
- Recognized in the industry as a proven leader with exceptional skills and knowledge of paint and welding process.

EDUCATION

Associate Degree - Administrative Management - Tulsa Community College