
Dawn Keeler

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Profile

Before my recent successful tenure as a Project Manager, I gained the majority of my experience from the perspective of fieldwork. The fieldwork aspect of my career has allowed me develop troubleshooting skills, time management skills, and inter-personal skills. I have a reputation for reliability and having a positive attitude, which has helped me develop strong relationships with clients, third parties, and within my own community. I have recently received a certification in Safety Management, and I am currently working towards a certification in Risk Assessment via ASSE. Additionally, I am registered with APEGGA (Professional Society for Engineers), and ASSE (Society for Safety Engineers). This year I will write the National Professional Practice Exam, and the Associate Safety Professional Exam.

Professional Experience

Pinnacle - A Halliburton Service - Denver, Colorado

09/2008 – 02/2016

Project Manager

- Successfully managed projects ranging from \$100K to \$1M+
- Served as a liaison for the client and multiple production lines
- Interpreted/analyzed micro-seismic/micro-deformation, acoustic and fiber optic data
- Operated and manipulated proprietary 2D and 3D software
- Provide clients with preliminary reports and presentations
- Hosted/led/participated in conclusions and results brainstorming consultations
- Provided detailed final reports and presentations for the clients
- Regularly discussed and presented papers to multi-disciplinary a group of peers concerning advancing topics in our industry
- Created and implemented the initial draft of our department's *Design of Service* document
- Assessed colleague's competencies, helped in training and mentoring of new and existing employees

Pinnacle - A Halliburton Service - Grande Prairie, Alberta

Senior Field Engineer

- Organized the mobilization/demobilization of equipment, material, and personnel
- Acquired, monitored, and optimizing field data for geophysical processing
- Required to effectively troubleshoot in remote locations, with limited communication
- Wrote training manuals for rebuilding equipment, and basic trouble shooting techniques
- Overcame language barriers and culture barriers while working in various countries
- Created the department's original *Management System*, then updated policies and procedures as required
- Accountable for submitting incident reports, and applying the emergency response plans
- Developed and implemented the *Risk Matrix* approach to safety meetings
- Conducted Tier 1 and Tier 2 facility inspections, and follow-ups
- Hosted quarterly stand-down meetings for 200+ employees, topics included safety, industry and product line knowledge
- Responsible for conducting safety meetings in the field, and morning facility meetings
- Trained as a *Behavioral-Based Performance Coach*, received multiple awards for my participation in the program and the *Hazard Observation* program
- Member of the Social Committee, which entailed fundraising and event planning
- Initiated the Well Being Committee focusing on the employee and the community
- Awarded multiple MVP and Peer Appreciation awards

Schlumberger - Coil Tubing Division - Grande Prairie, Alberta

04/2008 - 09/2008

Engineer-in-training

- Exhibited professionalism and competence when operating pressure control equipment, and working in H₂S, CO₂ environments
- In-training on the optimization of designs, and running stimulations for hydraulic pumping
- Efficient at operating, mobilizing/demobilizing and maintaining all pumping, nitrogen and coil units

Department of Environment and Labour

01/2006 - 09/2006

Occupational Health and Safety Division - Halifax, Nova Scotia

Policy Officer

- Functioned as a liaison between public, Occupational Health and Safety Officers, and Hygienists
- Facilitated companies and committees develop their Health and Safety Policies
- Assisted the public in understanding the OHS Acts and Regulations
- Created *Easy to Read Guides* for all of Nova Scotia's OHS regulations
- Evaluated information and situations to determine compliance with standards, filed workplace complaints and incidents
- Recommended measures to help protect employees from potentially hazardous work methods and processes

Education

McGill University - Montreal, Quebec, Canada

Masters of Applied Science, Occupational Health and Safety

Dalhousie University - Halifax, Nova Scotia, Canada

Bachelor of Chemical Engineering

American Society of Safety Engineers – Park Ridge, Illinois

Certificate of Safety Management