

Jeremy J. Duet



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CAREER SUMMARY

A Materials Coordinator and Inventory Specialist with 6 years' experience and over 12 years' experience in the Oil and Gas industry. A goal oriented team player with exceptional track record of running a successful operation in Special Projects and warehouse management with leadership skills and results-driven work ethic.

SKILLS AND CERTIFICATION

- ❖ TWIC card
- ❖ Proficient in computer technology, Microsoft Office Systems (Word, Excel, PowerPoint, Outlook), Oracle, and C2C
- ❖ Certified Forklift Operator
- ❖ 6+ years shipping, receiving, inventory, and materials management
- ❖ Associates Degree
- ❖ Management experience

EXPERIENCE

Materials Coordinator | Performance Energy Services (Agrium Project) Borger, Tx

April 2016-May 2016

- ❖ Contracted to Agrium Project as lead Materials Coordinator for the E&I Division updating electrical systems for plant.
- ❖ Managing, purchasing, and controlling inventory including its proper storage, handling, disposal, transferring, cleaning, safety, and quality inspection.
- ❖ Managing and conducted JSAs with small crew of inventory clerks. Oversaw daily activities ensuring the accuracy, safety, and quality of all work and completed projects coming from the Materials Department and personnel.

Materials Coordinator | Performance Energy Services Houma, La

December 2010 – February 2016

(Contracted through Manpower 2010-2011; Ceva Logistics 2011-2013)

- ❖ Began with company as an Inventory Specialist which involved data entry, tracking material, loading and unloading shipments, and basic warehouse maintenance.
- ❖ Promoted to Materials Coordinator in 2013 after demonstrating exceptional drive and skill in the warehouse.
- ❖ As Materials Coordinator new duties included:
 - Managing and controlling inventory including its proper storage, handling, disposal, transferring, cleaning, safety, and quality inspection.
 - Managing Special Projects division for BHP Shenzi Offshore Hook-Up and Williams Tubular Bell Offshore Hook-Up.
 - Participating in daily pre-job and group safety meetings, including writing specific JSAs.
 - Maintaining knowledge of all parts and materials required to complete client job orders.
 - Daily forklift and other heavy machinery operation.
 - Managing multiple vendor accounts and multi-project material coordination daily.
 - On-site scaffolding inspection when needed.

Ordinary Seamen | Edison Chouest Offshore Cut Off, La

May 2008 – December 2010

- ❖ Worked on both supply boats and crew boats in various, harsh working conditions.
- ❖ Daily duties included:
 - Rigging, sanding/grinding on vessel deck, painting, general vessel maintenance.
 - Under supervision of the vessel captain, began to learn and excel at duties such as mooring and unmooring the vessels, over-the-water fuel transfers, crane work, methanol and oil transfers, wheel watch, and fuel shack.

EDUCATION

School of Urban Mission | Associates of Arts-
Theology

2005

New Orleans, LA

South Lafourche High School | High School Diploma

2002

Galliano, LA

REFERENCES

- ❖ Gary Murphy | Captain | Edison Chouest Offshore
(985)677-4015
Capt.murph@yahoo.com
- ❖ Craig Besson | Operations Manager | Performance Energy
Services
(985)709-3013
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- ❖ Jason Jambon | Personnel Coordinator | Formerly Edison
Chouest Offshore
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