

Maryanne Ward

WORK EXPERIENCE

Purchasing Agent/Sales

Midland Pipe, LLC - Metairie, LA - January 1997 to December 2015

= Managed all aspects of procurement and sales of oil country tubular goods to include alloy, carbon and stainless steel for customers as follows:

- o Forecasted tubular inventory requirements and maintained inventory levels in coordination with projected drilling projects.
- o Sourced and negotiated terms and prices for tubulars required, secured vendor quotes, prepared quotes/proposals for client's engineers for material selection.
- o Generated purchase orders and change orders of selected tubulars, monitored orders through delivery and maintained mill certificate documentation.
- o Coordinated logistics associated with inspections and threading of pipe, installation of accessories and shipments of materials to and from well locations.
- o Processed material returned from client and returned to supplier.
- o Utilized a customized inventory and cost tracking system to efficiently provide current status and availability of material.

= Accounting and Administrative functions to include:

- o Issued material transfers for tubulars utilized and overages returned.
- o Verified vendor invoices for price/quantity/discount and services rendered as per purchase order. Coded vendor invoices for accounts payable processing.
- o Generated sales invoices and credit memos to client.
- o Reconciled physical inventory to storage yard records.
- o Balanced inventory monthly from a cost (general ledger) standpoint.
- o Generated and distributed status schedules of each well project.

None

Nassau Holding Corp. - Metairie, LA - January 1983 to December 2015

Nassau Holding Corp. is the parent division for accounting and human resources for all other companies listed on this resume.

Environmental Project Specialist

Ridgelake Energy, Inc./Ashlawn Energy, Inc. - Metairie, LA - August 1992 to August 2006

Environmental Project Specialist:

= Managed all federal, state, and local regulatory compliance related to onshore and offshore Gulf of Mexico (Shelf) oil and gas industry to include:

- o Technical writing and administration of all plans.
- o Member of the Oil Spill Management Team. Qualified and Alternate Qualified Individual.
- o Permits needed for onshore and offshore drilling, completions, workovers, pipelines, construction and pit closures.
- o Air, water and waste compliance.

o Safety compliance for both onshore and offshore facilities.

= Issued Credit Applications, executed Master Service Agreements and Indemnification Agreements and obtained Certificates of Insurance from vendors and other parties.

Staff Accountant:

= Developed spreadsheets to prepare monthly severance tax returns.

= Handled accounts payable, bank reconciliations, fixed asset depreciation, DD&A, property acquisition analysis, and audit schedules.

= Assisted with petroleum reserve and economic analysis utilizing OGRE Systems, Inc.

Inventory Control/Staff Accountant

Midland Pipe Corporation - Metairie, LA - January 1983 to August 1992

Inventory Control:

= Designed and implemented a customized pipe inventory and cost tracking system with the assistance of a software consultant.

= Streamlined the department to improve productivity and efficiency while maintaining sales volume and customer satisfaction.

= Maintained inventory and cost tracking system for all oil country tubular goods in the United States and the United Kingdom. This involved the processing of vendor invoices to include price/quantity/discount verifications, processing of all sales invoices, credit and debit memos and pipe tallies from various stocking locations.

= Balanced inventory monthly from a cost (general ledger) standpoint and reconciled physical inventory to storage yard reports.

= Prepared Gross Profit/Loss Statements, Sales Analysis, Commission Payable, Rebillable Freight, Overseas Sales Schedules and LIFO inventory schedules.

= Coordinated audit confirmations with auditors for inventory and sales tests.

= When downsizing of this company occurred, additional duties included the preparation of sales invoices, credit and debit memos, coordination of pipe repairs and customer returns, mill claims, pipe sourcing and inside sales.

Staff Accountant:

= Responsibilities included all phases of accounting through financial statements for multiple companies with diversified interests.

EDUCATION

B.S. in Business Administration - Emphasis in Accounting

University of New Orleans - New Orleans, LA
1981

SKILLS

= Proficient in Microsoft Office Software to include Word, Excel, Outlook and PowerPoint = Proficient in Corel WordPerfect X6, Adobe Acrobat and eCopy Paperworks

AWARDS

30 Year Service Award

January 2013