

Damage Prevention Specialist

ROBERT SMITH

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Address: 1737 Marshville Road,
Alabama.

Objective

High-level computer skills including spreadsheets and databases. Eight years' experience in customer service. Excellent written and verbal communication skills. Utilized computer terminal and applicable data entry software to create accounting records.

Skills

Forklift Certified, Bilingual.

Work Experience

Damage Prevention Specialist

ABC Corporation - 2004 - 2010

- Investigated damages and gathered the information for Atmos Claims Department.
- Maintained damage claims and encroachment database on a daily basis for assigned areas.
- Inspected pipeline construction and maintenance projects according to Atmos company guidelines.
- Acted as a liaison, promoting positive working relationships with locating companies, excavators, company personnel, city officials, OSHA, and the Railroad Commission.
- Conducted quality control audits on locate companies contracted by Atmos Energy.
- Scheduled natural gas crossing daily to maintain pipeline integrity and maximum production, as well as ensure all safety regulations (State & Federal) was met.
- Coordinated natural gas pipeline encroachments and pipeline crossings on a daily basis.

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Delta Corporation - 2002 - 2004

- Drove a company vehicle everyday to drive from one job site to the next.
- Located under ground power lines for contractors getting ready to dig.
- Time management, Organization, and Self-motivational Skills to stay on a strict timeline everyday.
- Communicate with the contractors of potential dangers or if the area was clear.
- Locating underground cables and reading blue prints and marking cables, so no Possible cable damage.
- jobs daily.
- Troubleshoot, repair, and perform preventative maintenance.

Education

GED - (Bryan Adams High School - Dallas, TX)