

**Terry Burlingame**  
*Office Manager*



**MHA Petroleum Consultants, LLC**  
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## **EDUCATION**

- Bakersfield College, Bakersfield, California, 1974

## **PROFESSIONAL PROFILE**

Over 25 years of oilfield office experience including:

- All administrative roles and responsibilities, HR implementation, accounts payable and receivable, assisting in contract and proposal preparation
- Engineering technical support and geological and geophysical project support
- Database organization and library management systems implementation
- Data gathering, compilation and organization
- Computer: MS Office Suite, QuickBooks

## **WORK EXPERIENCE**

### MHA PETROLEUM CONSULTANTS

(2009 – Present) **Office Manager**

Competent with all administrative roles and responsibilities. Performed accounting and bookkeeping tasks for MHA Bakersfield office, accounts payable and receivable, experience in monthly & weekly labor and cost reporting. Maintain day to day office activities human resources, project management assisting in contract and proposal preparation, IT software and hardware support. Assist reservoir engineers and geologists in gathering, compiling, organizing, and performing analysis of various types of well data. Serve as a resource for data quality support with data input, permit preparation, wellbore diagram support and monthly engineering reports. Data and library management systems implementation and documentation expertise, gather data from D.O.G. agencies, data rooms of clients and the Geological and Engineering room at local library.

### SERCO-NORTH AMERICA, INC.

(1997 – 2009) **Office Manager / Administrative Assistant**

Provide the Director of Petroleum and Environmental Division with administrative support. Establish and implement key office administrative processes in accordance with company policies and procedures. Provide assistance to the Division Director within the areas of word processing/spreadsheet support; maintain corporate and project-related files; travel arrangements. Establish and maintain administrative processes and records on Purchase Requisitions; Travel Expense Reports, Check Requests, Reimbursement Vouchers, categorize, code, and approve invoices, Time Card Management, and Petty Cash Management; conduct employee orientation. Provide general office support in the area of report preparation.

ALBERTSON'S

(1975 – 1997) **Bookkeeper/Clerk/Cashier**

Customer Service in all areas of grocery retail. Clerk/Cashier and stocking. Accounts Payable and Receivable, Balancing Cashier and Safe Drawers.

PEFCO OIL FIELD CONSTRUCTION COMPANY

(1971 – 1975) **Bookkeeper**

Maintained all accounting responsibilities - accounts payable and receivable, all invoicing of vendors, banking communications. Established accounting and ordering of all oilfield equipment. Documentation of all safety training.