



MEGAN A. BROOKS

Logistics Coordinator

meganbrooks@tdi-bi.com

EDUCATION

Texas A&M University, College Station, TX, Bachelor of Science,
Agricultural Economics, May 2011

PROFESSIONAL EXPERIENCE

TDI-Brooks International, Inc., College Station, TX, Logistics
Coordinator, September 2011 – Present

- Coordinates travel for all marine and technical staff
- Arranges crew change logistics with local agents procures necessary visas for travel
- Works directly with Technical and Marine staffing managers to ensure qualified individuals are utilized
- Reports payroll days for domestic and foreign staff to HR
- Maintains yearly OSHA 300 logs
- Tracks vessel utilization and job days
- Maintains medical and drug test records as DER

College Coupons, College Station, TX, Sales Representative, May 2006 –
May 2012

- Conducted professional sale from design of advertisement to collection of payment
- Sold coupons to businesses wanting to advertise
- Distributed coupon booklets to persons on and off campus

Kolache Rolf's, College Station, TX, Certified Food Manager, January 2006–
September 2011

- Ran end of day reports to balance daily transactions
- Executed daily operations of store during business hours
- Facilitated employees to work in store with correct food handling procedures

Oldham Goodwin Group, College Station, TX, Front Desk Manager, June
2009 – May 2011

- Provided customer service to all guests during the duration of their stay at the hotel
- Responsible for beginning and end of shift accounting and balancing of books
- Executed training of new employees



Scientific Services on a Global Basis

TDI-Brooks International, Inc.

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PROFESSIONAL TRAINING/CERTIFICATIONS

- QuickBooks
- Basic Offshore Survival and Emergency Training - Falck Alford – 2013
- Back Safety - Computer Based Training
- Compressed Gas Cylinders – Computer Based Training
- Drug and Alcohol Abuse Prevention for Employees – Computer Based Training
- Drug and Alcohol Abuse Prevention for Managers –Computer Based Training
- Fall Protection -Computer Based Training
- Heat Stress - Computer Based Training
- Hand and Power Tool Safety –Computer Based Training
- Lock Out Tag Out – Computer Based Training
- Right to Know – Computer Based Training
- Slips, Trips and Falls – Computer Based Training
- Welding Safety – Computer Based Training
- Forklift Class I-IV Certified Operator
- Forklift Class VII Rough Terrain Certified Operator
- Certified Designated Person Ashore
- International Air/Ocean Shipment Coordinator - 2012