



**Megan Brooks**  
Logistics Manager  
Designated Employee Representative  
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**TDI-Brooks International, Inc.**  
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## PROFESSIONAL EXPERIENCE

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- Logistics Manager/Designated Employee Representative, TDI-Brooks International, Inc., College Station, TX, September 2011 - Present
- Sales Representative, College Coupons, College Station, TX, May 2006 - May 2012
- Certified Food Manager, Kolache Rolfs, College Station, TX, January 2006 - September 2011
- Front Desk Manager, Oldham Goodwin Group, College Station, TX, June 2009 - May 2011

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## KEY ACHIEVEMENTS - TDI BROOKS INTERNATIONAL, INC.

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- 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

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## FORMAL EDUCATION

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

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## PROFESSIONAL TRAINING AND CERTIFICATIONS

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- 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