

Missy Schmelter

Maintenance Coordinator

Contact

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Programs

SAP
PCMS
Ariba
Cora
Meridian
Microsoft
Adobe

Education

SNHU
Expected in August 2025
Bachelor of Science
Business Administration
w/concentration in Project
Management

Skills

Time Management
Goal Oriented
Critical Thinking
Data Visualization
Change Management
Oil & Gas experience
Construction experience

Profile

Highly organized coordinator who is analytical, energetic, and detail-oriented with a broad experience in maintenance matters. With over ten years perfecting productivity, efficiency, and quality service across various environments, works with solid diligence and the ability to keep a tight schedule, motivated, and with the drive to succeed.

Experience

May 2022-Present

Field Coordinator • Acuren • Huntsman Chemical-Conroe, TX

Create notifications within SAP in compliance with RBI schedule. Enter and track UT readings into PCMS to capture corrosion rates. Create POs & work orders as needed. Report cost with labor & equipment charges. Submits EOM safety hours & worked hours along with cost to client.

January 2019-May 2022

Maintenance Coordinator • Stork • Huntsman Chemical-Conroe, TX

Assisted with planning & scheduling dept. by capturing hours using SAP. Created notifications, IPL, RTS, and cancelled work orders. Documented hrs. into work orders that drove planning and projected hours. Coordinated with third-party vendors to ensure delivery and payment. Contacted vendors to procure equipment and tools to meet organizational demands. Managed and developed cost reports, delays, FCO & RFIs. Planned & procured materials for non-routine maintenance jobs. Worked with supervision to track the progress of jobs to drive cost control. Managed schedule of repairs to guarantee arrival of parts, equipment and resources needed to satisfy job requirements. Verified long-term equipment against job scope-created SES for long term rentals. Investigated invoices discrepancies for the client in compliance with SOX.

March 2016-January 2019

Document Control Specialist • Resource Staffing • Spring, TX

Organized, maintained, and safeguarded files and databases. Reviewed and verified project documents for completeness, format, and compliance with contract requirements. Performed file backup to properly store and archive electronic registers. Utilized document control database system to allow for better tracking and revision identification. Delivered detailed project management control documents for oversight of key projects.

October 2014-March 2016

Project Management Assistant • Turner Industries • Huntsman

Documented time spent on project segments and updated master tracking spreadsheets. Communicated updates and requirements between internal team members and clients to keep parties informed of project progress. Facilitated communication between team members regarding project tasks and deadlines. Kept project progress aligned with client timelines and quality requirement through close attention to short and long-term needs. Assisted with project budget development, tracked expenditures, and organized financial documents. Ordered material, tools, supplies, and services. Coordinated office activities to streamline operations and promote compliance with organizational policies.