

GINGER M. COOLEY

Contact information available upon request.

Land Administrative Assistant

Resourceful and results-oriented professional *land administrative assistant* offering experience in technical editing, file management, data entry and research. I have served as an in-house assistant for Eni Petroleum, AECOM Environment (AECOM), Anadarko Petroleum Corporation, and the Matanuska-Susitna Borough (MSB) office under various managers and thus possess related experience in land, oil and gas permitting, office management, document preparation, spill reporting and cultural resources. I have also reviewed land use permits and conducted cultural resource surveys for the Matanuska-Susitna Borough (MSB). Excel at writing under tight deadlines and working efficiently without supervision. Eager to learn and do so quickly; able to grasp the big picture, focus on critical details, and manage multiple priorities. Self-directed leader who can work effectively with cross-functional teams and cultivate partnerships as needed. Committed to adding value and exceeding expectations through creative problem solving and disciplined decision making.

AREAS OF EXPERTISE

- Microsoft Office Suite
 - Adobe Creative Suite
 - Adobe Acrobat Professional
 - Database Software(s)
 - Land/Permitting/Compliance
 - Cultural Resources/Anthropology
 - Technical Writing/Editing
 - Graphic Design/Photography
 - Research Methods
 - Document Production
 - File Management
 - Data Entry
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CAREER HIGHLIGHTS

- Assisted Eni Petroleum's land manager in preparing a variety of documents and spreadsheets.
- Created/managed land management and permitting filing system(s) at Eni Petroleum, Anchorage.
- Assisted Eni Petroleum's procurement department in preparing documents for vendors and internal use.
- Tracked all incoming/outgoing invoices for Eni Petroleum, Anchorage.
- Prepared AECOM submittals for multiple clients, including U.S. Army Corps of Engineers.
- Assisted in research for, and participated in, Phase I field activities for the Alaska Pipeline Project.
- Assisted in conducting an Environmental Site Assessment for the Kenai Gas Storage project.
- Gathered information and designed over 25 different packets sent to SHPOs nationwide.
- Assisted in completion of the administrative record for the NE NPR-A Draft Supplemental IAP/EIS.
- Created AECOM's Cultural Heritage Planning and Management marketing/training PowerPoint presentation, utilized nationwide to aid employees/clients in understanding the Section 106 process.
- Wrote several chapters/edited entire document requesting Congress to designate the MSB as a NHA.
- Conducted site reviews and field surveys for land use permits in the MSB.
- Multiple articles published in *Alaska Contractor* magazine and the *Northern Light* newspaper.
- Published over 50 articles for *DeviantART.com*, the largest digital art website in the world.
- Volunteer Gallery Director for *DeviantART.com*, which involved continuous interface with public in sometimes adversarial situations, organization of special events with prizes, judging contests, etc.

PROFESSIONAL EXPERIENCE

ASRC Energy Services (contracted to Eni Petroleum), Anchorage, AK • 2011 – Present • **Admin Assistant**
AECOM Environment, Anchorage, AK • 2010 – 2011 • **Technical Editor/Document Specialist**
AECOM Environment, Anchorage, AK • 2009 – 2010 • **Archaeological Field Technician**
AECOM Environment (contracted to Eni Petroleum), Anchorage, AK • 2008 – 2010 • **Admin Assistant**
AECOM Environment (contracted to Anadarko Petroleum Corporation), Anchorage, AK • 2009 • **Admin Assistant**
Matanuska-Susitna Borough, Palmer, AK • 2008 • **Cultural Resource Management Assistant**
Matanuska-Susitna Borough, Pamer, AK • 2006 – 2008 • **Archaeological Field Technician**
Freelance, Alaska • 2006 – 2008 • **Photojournalist**
Freelance, Alaska • 2007 – Present • **Stock Photographer**
Freelance, Worldwide • 2002 – Present • **Digital Artist**

EDUCATION

MA, Cultural Resource Management (*in progress*) • University of Alaska Anchorage
BA, Journalism and Public Communications • University of Alaska Anchorage

TRAINING

Aircraft Egress and Land Survival, Learn to Return (LTR) • 2010
Bear Awareness and Defense, LTR • 2010
Trans Alaska Pipeline System Right of Way • 2010
North Slope Training Cooperative • 2010
Technical Writing for Project Managers • 2010
HAZWOPER Training • 2009 – 2010

HONORS

Alaska Experimental Program to Stimulate Competitive Research, Graduate Student Research Award • 2012
Golden Key International Honor Society • 2005 – Present
Bungie Studios “Take our Stuff” art contest (one of 54 winners out of 8,000 entries) • 2009
Chancellor’s List • 2006
Dean’s List • 2005 – 2006
Gamma Beta Phi Honor Society • 2004 – 2005