

CATHERINE SCHOFIELD

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PROFESSIONAL QUALIFICATIONS

EDUCATION:

The University of Houston, Houston, Texas
B.B.A. – General Business with Minor in Small Business Management

AREA OF EXPERTISE:

Eight years progressive experience in office management and support for technical personnel. Change to Engineering Analyst in PHDWin software providing support to engineering and geological staff in report evaluations.

SUMMARY OF EMPLOYMENT:

Ralph E. Davis Associates, Inc. (2008 – Present)

Engineering Analyst (2009 – Present): Working in PHDWin, Access, Excel and Word to support engineers and geologists in preparing client reservoir studies, reserve analysis and review of acquisitions and divestitures. She also acquires basic well data and information used in the preparation of databases and prepares reserve and financial analyses of field development studies.

Office Administrator (2008 – 2009): Oversaw operations of office including preparation of invoices, accounts receivable, bank reconciliation, wire transfers, deposits, payroll (using QuickBooks), office network requirements and supplies.

CarMac Energy Corporation (2006 – 2008)

Office Manager/Accountant. Administrative support to the President, along with other officers in the company. Liaison between company, employees, vendors, customers and banks; supply orders and office equipment, handle all filing and correspondences with outside accounts. Bookkeeping – accounts payable along with accounts receivable for the five different Oil and Gas entities. Daily invoices, monthly sales, bank reconciliation, wire transfers, deposits, payroll (using QuickBooks).

Occidental Petroleum Corporation (2005 – 2006)

Administrative Assistant IV. Planned and worked events for asset team and company, along with working with Human Resources concerting team and new employees. Administrative support for team of 35 – 40 full time employees. Assisted engineers, geologist, geophysics, and managers with projects and Sarbanes Oxley (SOX) Reserves documentation. Uploaded 2005 Reserves documentation to the Reserves Documentation Center website. Assist in the reserves reporting process as needed to meet corporate deadlines and manage reserve documentation center along with the Annual Reserves Report to meet the January deadline.

SureTec Insurance Company (2004 – 2005)

Administrative Assistant. Assisted accountants with monthly projects, gathering data for auditors along with daily bank deposits.

Computer Sciences Corporation (2001 – 2004)

Administrative Assistant. Participated in various Accounting, Claims, and Customer Service projects. Designed multiple company forms for Compliance, Claims and Customer Service Departments. Coordinated, notated of weekly manager meetings, document and presentation preparation, organized Customer Service Week and other company events, operated switchboard, distributed mail, updated client address information and office security.