

# CURRICULUM VITAE

## PROFILE

Professional with more than 10 years of experience in Environmental Health and Safety, Training and Safe Work Procedure and Manual Technical Writing and Editing. Career experience in the Mining Industry for 7 years and the Oil and Gas Industry for 7 years and current.

## CAREER OBJECTIVE

Contribution to an organization's profitable productivity performance embracing excellence in health, safety and environmental indicators. The improvement of Safety systems ensuring alignment with Operational standards and requirements achieving future growth strategies.

## ACHIEVEMENTS

- Created of Ok Tedi Mining's Job Safety Observation (JSO) safety application and pocket size booklet. Effectively introducing a proactive Behavioral intervention and approach in performing a last-minute risk assessment during a task.
- Developed ExxonMobil PNG's automated Tableau dashboard for Procedure Status Reporting. Reduced manual hours compiling reports. Data Analytics with enhanced features empowering users to visual interact with data.

## EDUCATION

**Diploma in Environmental Health Science** 18 Feb 2007  
Divine Word University *Madang, PNG*

**Higher School Certificate** 2003 Kila Kila Secondary High School *POM, NCD*



## Hellen Puek

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**Date of Birth:** 16<sup>th</sup> April 1984  
**Marital Status:** Married  
**Dependents:** 2  
**Nationality:** Papua New Guinean  
**Province:** East New Britain  
**Languages:** English and Tok Pisin  
**Driver's License:** Class 1

## EXPERIENCES

### ExxonMobil - Technical Writer

(30 September 2015 to PRESENT)

Reporting to Production Upstream Operations Training Supervisor

- ✓ Created accurate and detailed training documentation such as procedures guidelines, standard safe work instructions, training packages and assessments. Ensuring communication is clear and precise with safe execution.
- ✓ Mentored and on the job training for national field technicians to upgrade skill and knowledge in our processes. Objectives achieved:
  - Develop skill sets and career paths. As a result, one Technician has taken the path as a Technical Writer.
  - Understand and appreciate the System and its processes,
  - Technicians have the advantage of recommending and/or pointing out improvements.
- ✓ Prepare the weekly and regular articles for Management and Supervisor across the business highlighting planned events, project status and helpful tips.
- ✓ Project execution to validate current risks associated to the task were identified and reflected in procedures. Coordinated, and conducted risk assessments with stakeholders in 6 months.

- ✓ Evaluate existing documentation and conduct research to write operational documents aligned to business and legislative requirements. Automated process of periodically reviewing documents. Meeting clients need for documents which are “evergreen” or readily available for use.
- ✓ Sound knowledge of the PNG LNG procedure templates, format, content, accuracy and compliance to the Competency Assurance Standard and Operations and Maintenance procedures. Ensures a quick turnaround for documentation when required.
- ✓ Consult with the workforce and subject matter experts to obtain information and observe operating practices in the mining and processing environment.
- ✓ Engagement with Field personnel through periodic asset plant site visits. Training, meetings and audits of our processes. Affirm consistent and effective communication, verification and implementation.
- ✓ Provide technical advice for the development of the different types of documentation. Achieving an effective review and approval process.
- ✓ Strive to improve the quality of content in training documentation and adhere to organizational templates. Implement workflow icons and change bar guideline that captures changes. Reduces end users time identifying the most recent changes in an approved document.
- ✓ Ensuring that the online procedure application is accessible through wireless devices for execution of technical tasks. Mobility devices with electronic technical procedures.
- ✓ Reviewing and improving the operations and maintenance procedures based on feedback from SMEs technicians, engineers, classroom training and field validation. Delivered through feedback surveys from assets, improved the workflow reviews for an effective review close out time.
- ✓ Achieving the alignment of procedural changes to Assessors who develop an ongoing maintenance of the Operations Training Simulator Instructor Manuals and assessment documentation.
- ✓ Developed automated customized visual weekly, monthly and annual reports. It has reduced 3 hours every week to compile reports.
- ✓ Conducting training for procedure software system which helps end users and/or new hires to locate procedures. Ensuring the software is user friendly.
- ✓ Provide local trouble shooting and local support of procedure management of change software.
- ✓ Client services and advice. 90% of all troubleshooting is resolved locally.
- ✓ Access review for software license and billing purposes. Reduced the cost of licenses of end users not with the company.
- ✓ Maintain SharePoint communication of report, shared documents, useful links, contacts of Subject Matter Experts, guideline, manuals, memos, current news, events and helpful tips.

*Role/ Responsibilities & Attributes*

- Team Leadership and collaboratively working with other Team members.
- Data analytic skills to improve visual reporting communication for progressive key performance indicators and monitoring.
- 8 years of technical writing in mining/processing and oil and gas industry.
- Demonstrated ability to research and interpret regulations and external standards.
- Strong technical understanding of training development and assessment practices and process.
- Advanced Microsoft Office Word, Power point, Excel, Outlook, Skype, adobe standard and adobe professional and expertise in document management systems within a SharePoint environment.
- Excellent interpersonal skills and the ability to realize with operators and subject matter experts.
- Ability to work in diverse multi-cultural, multi-disciplinary environment.
- Motivational with good communicational skills and a "can do" attitude.
- Ability to multi-task and deal with a high volume of work and many competing tasks.
- Initiative and ability to carry out responsibilities independently.
- Initiative and enthusiasm to solve problems and deliver results.
- Strong administrative planning, coordination and prioritization abilities.
- Ability to maintain high standards and volume output in high pressure situations.
- Editing and proof reading of documentation before final review and approval from authorized personnel.
- Appreciation of Database applications and document management systems.

**Ok Tedi Mining Limited –Document Controller/  
Technical Writer and Training Facilitator**

**(June 13, 2011, to 2013)**

Reported to Superintendent Training Concentrator Process Operations and Maintenance

- ✓ Facilitated all aspects of the document control, technical writing for all training and assessment documents within the Concentrator Process Department.

*Role/ Responsibilities*

- Major review of 1169 approved Safe Work Procedures (SWPs) within project timeframe of 8 months.
- Write up of Safe Work Procedures (SWPs) for Mill Operations – Processing Business Unit.
- Reviewed of training assessment instruments.
- Provided weekly and monthly progressive reports to stakeholders and management.
- Implemented document control and liaised with departmental personnel SMEs to maintain valid consistency and compliance.
- Developed repository in SharePoint, reducing the time it took to locate technical procedure, document control and utilizing the most recent valid document for execution.
- Increased continual improvements of the document control system through interaction and discussion with internal stakeholders.

**Training**

- ✓ Planned, organized, coordinated and conducted assessment utilizing the Concept Alesco system.
- ✓ Liaised with Departmental Sections to develop and update all training skills matrixes and maintain them current to view matrixes via the SharePoint.
- ✓ Assisted in record management, enter data into the Concept Alesco system.
- ✓ Effective communication with Trainers and assessors.
- ✓ Compiling reports procedure and training reports.
- ✓ SharePoint administrator for team page.
- ✓ Acted as Training Supervisor in absence of current incumbent.

*Role/ Responsibilities*

- Monthly scheduling of Verification Of Competency (VOC) assessments for assessors.
- Scheduling of participants for Verification Of Competency (VOC) for permit re-newels.
- Publishing of Verification Of Competency (VOC) schedules on Concept Alesco database for viewing and nominations.
- Data entry of assessment results on participants training records in Concept Alesco database.
- Created flowchart for Concentrator Process Operations Processing business unit regarding Verification Of Competency (VOC) process.
- Developed End User and Supervisory Concept Alesco workflow training package.
- Conduct Verification Of Competency (VOC) assessments:
  - Lock Out and Tag Out (User and ARIC)
  - Lock Out and Tag Out (Lockbox)
  - Confine Space (AR, ARIC, AIO and ATO)
  - Overhead Travelling Crane
  - Forklift
  - Work At Height

- Dogging
- Elevated Work Platform
- Monthly training report.
- Training administration tasks.
- Liaise with Department section to develop and maintain training matrices and view via the intranet.

**Ok Tedi Mining Limited –Safety Facilitator**

**(Aug 06, 2007, to 10 June 2011)**

Reported to Mill Operations Manager and Mill Operations Safety Coordinator.

To provide a mixture of field and office-based support within a multi-disciplinary team to:

- ✓ Enforced, implemented and maintained strategies and systems that contribute to continuous improvement in Occupational Workplace Health Safety and Environment based competencies and achievements.
- ✓ Continually targeted ongoing behavioral safety change processes that will focus on a “Zero Harm” culture.
- ✓ Created a strong presence in the workplace, geared towards achieving the required “Behavioral and Culture” change necessary to drive the organization towards its goal of Zero Harm.
- ✓ Actively promoted Health Safety and Environment programs targeting zero work-related injuries and illnesses.
- ✓ Conducted awareness presentations and programs of a behavioral based culture of safety awareness underpinned by an understanding of the principles of “Employee Obligations” throughout OTML and contractor workforce.
  - Inclusive of internal stakeholders are the Production, Maintenance, Process Control and Crushing and Conveying functions of the Concentrator Process Operations Department as well as permanent and job Contractors.
- ✓ Interfaced with the Corporate Health Safety, Corporate Training team, Environmental Department, Mill Operations Technical Services (MTS), Pipeline, Chemical laboratory and Hospital Department.
- ✓ Maintained effective relationships with other OTML staff in maintenance, production, process control, crushing and conveying, Pipeline, safety and environment and hospital.
- ✓ ✓ Reviewed policies that promoted occupational health and safety (OSH) awareness.

*Role/ Responsibilities*

- Acted in supervisory role as Mill Safety Coordinator in absence of current incumbent.
- Created and developed OTML’s Job Safety Observation system and database.
- Call out to incident / accident and or near miss scene.
- Participated in Emergency Responses drills or scenarios.
- Completed timely TAP root investigation of reported Accidents, Incidents and Near Misses. Delivering an effective communication, the lessons learnt to Management and the workforce.
- Completed the following Safety audits:
  - Contractor Management Audit
  - Shutdown Maintenance Audits
  - Workplace Safety Audits
  - Chemical Audits
  - Waste Management Audits
- Completion of numerous Risk assessments prior to major tasks and projects. Prevented safety accidents and protecting the workforce and business reputation.
- Strive to continuously improve safety incentive ideas, e.g., LCD screen display, effective communication and awareness.

- Compiled reports for Weekly and Monthly Safety Performance reports to Management.
- Data collection, monitoring identified and reported Job Safety Observations (JSOs).
- Routine inspections of work teams on the job for safety compliance.
- Collected data, monitoring identified hazards.
- Data collection, monitoring identified and reported Accident, Incident or Near Misses.
- Ensured fire extinguishers, smoke detectors, fire alarms, sprinkler systems and fire hydrants are in perfect working condition.
- Shift Safety coverage on planned and unplanned Shutdown.
- Conduct Site Specific Inductions.
- Risk Assessment of major and high-risk tasks or projects.
- Presented of Monthly Safety statistics and safety themes during team safety meetings at all levels of management.

Skills Required:

- Knowledge of Industrial Safety, Health and Welfare Act, PNG Safety Act, Health and Safety Programs, Safety legislation, Emergency Preparedness, Hazardous Material Safety.
- Focus on prevention, need to be diligent and analytical.
- Strong oral and written communication skills at all levels of the organization and team.
- Strong analytical skills in assessing compliance and breach levels of recommendation.
- High report writing skills.
- Submission of reports timely.
- Excellent radio communication skills.
- Strong intrapersonal skills.
- Developing risk mitigation strategies.
- Working long hours with limited supervision.
- Computer literate and competency.
- Advising on health and safety issues arising.
- Investigational skills.
- Advising on health and safety issues and recommendations.
- Assessing, reasoning and compiling assessment of competency of employee's work permits.
- Leadership skills – planning, delegating and organizing.
- Leading by example and initiating good practices.

**National Health Department – Trainee Environmental Health Officer –  
(Oct 2005 – Jan 2006, Nov 2006 – May 2007)**

Reporting to the Principal Advisor Environmental Health Responsible for:

- ✓ Completing Quarantine Health inspections on foreign vessels.
- ✓ Conducting food health and safety inspections in business food outlets.
- ✓ Involvement with developing PNGs Waste Management policy for health facilities (hospitals, clinic and aid posts).
- ✓ Complying and implementing of PNG Quarantine Laws and regulation, standards and policies.
- ✓ Collection and analysis of food and water samples to determine quality.
- ✓ Preparation and presentation of health promotion and improvement plans and programs.
- ✓ Preparation and presentation of inspection reports.
- ✓ Recommendations to Advisor with respect to prosecutions arising from quarantine and food safety breaches.

Skills Required:

- In depth knowledge of PNG Quarantine, Waste Management, Food Health and Safety Act and Regulations and Disaster Management.
- Strong oral and written communication skills at all levels of PNGs society, including government and private sector organizations.
- Strong negotiating, comprehensive assertive skills particularly in dealing with aggression and tense situations.
- Strong analytical skills in assessing compliance and breach levels for prosecution recommendations.
- Meticulous scientific measurement and analytic skills in interpretation of data and plans for health improvement.
- High level of report writing skills.

**HOBBIES AND INTEREST**

Interests and Hobbies: Socializing and interacting with new people, reading, music, watching Documentaries and new trends and issues. Trying and experiencing new things, cooking and collecting stamps.

Games: Playing tennis and softball.

**REFEREES**


2015 to PRESENT

**For more information:**

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2015 to PRESENT


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2015 to PRESENT


**More information:**


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