

Syniah Keelen

Petroleum Supply Specialist

Dedicated Petroleum Supply Specialist with 1 year of experience in efficiently managing fuel distribution operations, ensuring optimal levels of inventory, and maintaining safety compliance. Proficient in handling logistics, monitoring fuel quality, and coordinating with cross-functional teams. Adept at streamlining processes to enhance productivity and minimize environmental impact. Committed to maintaining excellent customer service and fostering strong relationships with key stakeholders.

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1234 Maple Lane, Richmond, VA 
23223

Education

**Associate of Applied Science
in Petroleum Technology
at Southwest Virginia
Community College,
Richlands, VA**

Aug 2018 - May 2022

Relevant Coursework:
Petroleum Geology, Drilling
Operations, Reservoir
Engineering, Production
Operations, Petroleum
Refining, Fluid Mechanics,
Natural Gas Technology,
and Safety & Environmental
Management.

Links

[linkedin.com/in/syniahkeelen](https://www.linkedin.com/in/syniahkeelen)

Skills

Refueling Operations

Pipeline Management

Storage Maintenance

Hazardous Material Handling

Quality Control Testing

Inventory Management

Fuel Distribution

Employment History

Petroleum Supply Specialist at Marathon Petroleum Corporation, VA

May 2023 - Present

- Successfully managed the distribution of over 50,000 barrels of petroleum products daily, ensuring timely and accurate delivery to customers across Virginia and contributing to a 15% increase in overall customer satisfaction.
- Implemented a new inventory tracking system that reduced product waste by 10% and improved efficiency in supply chain management, resulting in annual cost savings of \$500,000 for Marathon Petroleum Corporation.
- Led a team of 20 supply specialists in coordinating the procurement of 100,000 barrels of crude oil during a major pipeline disruption, minimizing downtime and maintaining a 99% on-time delivery rate for clients.

Assistant Petroleum Supply Specialist at Standard Oil of Virginia, VA

Sep 2022 - Apr 2023

- Successfully managed the distribution of over 500,000 gallons of fuel per month to various clients, ensuring timely delivery and maintaining a 98% customer satisfaction rate.
- Streamlined the supply chain process by implementing an inventory management system that resulted in a 25% reduction in excess stock and a 20% decrease in order processing time.
- Collaborated with a team to develop and execute a strategic plan that increased overall sales revenue by 15%, contributing to the company's highest annual profit in five years.
- Trained and supervised a team of 10 junior staff members, improving overall productivity by 30% and reducing errors in order processing by 40%.

Certificates

Certified Aviation Fuel Specialist (CAFS)

Feb 2022

Certified Petroleum Supply Chain Professional (CPSCP)

Sep 2020