

## Contact

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## Top Skills

Customer Service  
Account Management  
Administration  
Operations Management  
General Management  
Negotiations  
Sales Management

## Languages

English (Full Professional)  
French (Full Professional)

## Certifications

TDG  
Ladder Safety Training  
WHIMIS GHS 2015  
OH&S Awareness Training for Supervisors  
Preparation of Bids and Proposals  
Workplace Harassment and Violence Manager  
Business Management  
Fundamentals of Human Resources  
Implementing and Managing OH&S  
Workplace Incident Investigation  
Collective Agreement Negotiations Training  
Managing in a Unionized Environment  
OSSA/CSTS

# Marie Josee Aubin

Owner at MJ's Business Services  
Ontario, Canada

## Summary

Experienced Manager with a demonstrated history of working in the oil & gas, general construction & forestry industries. Skilled in health & safety, negotiation, operations management, sales, team building, planning and administration. Strong professional with high closing sales ratio.

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## Experience

MJ's Business Services  
Business Owner  
November 2017 - Present  
Canada

Successfully assisting established companies achieve operational and cost saving, continuous improvements in the oil and gas industries.  
Development of health and safety programs and standard operating procedures, tailored to the clients industries or contractual needs.  
Business development & negotiating services.  
Pre-qualifying subcontractors for various projects on multiple work sites.  
Sales, customer service training and management services.  
Strategic account management, contract negotiations, cold calls, lead generation, web design, marketing and customer relations specialists.

### Morin Construction

Manager  
June 2015 - March 2017 (1 year 10 months)  
Hearst, Ontario, Canada

Prospect for new business. Supervise projects and manage aboriginal joint ventures and relationships. Assist in health and safety throughout the company and daily operations of the business. Develop and implement company standard operating practices. Data entry, dispatch, employee management, training and documentation, as well as assist with parts department ordering, costing, inventory management including shipping and receiving. Implementation of health and safety management system for Safe Work Ontario certification. Conduct tool box talks,

Retail Management –  
Merchandising, Distribution and  
Marketing

Legal Studies

Introduction to Quality  
Management

Growth Strategies for Business

Introduction to Advertising

Fundamentals of Operations  
Management

Introduction to Sales  
Management

Introduction to Time  
Management

The Art of Negotiations

Understanding Your Customers  
to Drive Sales

Workplace Health and Safety

Customer Service

Business and Legal Studies

Google Analytics

Applied Psychology –  
Understanding Consumer  
Attitudes

Introduction to Public Relations

Human Resources

Supply Chain Management

Business Management &  
Entrepreneurship

Behavior-Based Safety

Safety and Health in  
Construction

Project Management

site and facilities inspections, assist the project manager with project coordination. Responsible for business development and procurement for housing construction department. Offer support to all departments as requested by company President and CEO.

### United Rentals

Territory Manager Fort McMurray AB April  
2012 - June 2015 (3 years 3 months) Fort  
McMurray, Alberta, Canada

Account management of up to 125+ of North America's top oil and gas companies including, but not limited to Syncrude, Conoco Phillips, Nexen, Suncor, Canadian Natural Resources and Shell Canada Sites.

Daily tasks include forecasting, reporting, accounts receivables, and planning. Assisting customers site project managers with spend, KPI, mob and demob reports. Successfully managed projects with over \$28 billion spend. Successfully maintained and tracked a fleet in the upwards of \$22M. Customer account growth of up to 80%. Mentoring staff.

Assist branch in day to day operations when needed

Achieving and maintaining the #1 Territory Manager amongst 423 OSR's in North America within 10 months of starting with company.

Prospecting for new accounts. Maintain health and safety policies at all times.

### Kal Tire MTG

Manager – Syncrude Canada, Fort McMurray AB  
March 2010 - October 2011 (1 year 8 months)  
Fort McMurray, Alberta, Canada

Supervising up to 20 techs in a unionized environment.

Managing of an inventory of \$18M+

Daily reporting and coordinating field/shop work with Syncrude Canada's mobile maintenance team.

Assure preventive maintenance was done on all light and heavy equipment on a regular basis.

Enforce company's and customer's health and safety policies.

Responsible for all daily operations on mine site.

Actively participate in customers improvement and maintenance meetings.

Prospect for new business with site contractors.

## Eastview AUTO

### Manager

August 1998 - September 2009 (11 years 2 months)

Hearst, Ontario, Canada

Responsible for all daily operations of dealership and rental agency.

Hire and train new employees.

Enforce companies health and safety policies.

Plan and organize special events.

Prospect for new customers.

Handle all finance documents with confidentiality and discretion.

Grew business by 70% within 8 months with company.

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## Education

### Society of Specialized Protective Coatings

Certified Lead Abatement Supervisor, Sand Blasting and Coatings · (2018 - 2018)

### Society of Specialized Protective Coatings

Fundamentals of Protective Coatings · (2017 - 2017)

### Keyano College

Certificate, Exel Level II · (2011 - 2011)

### CMC / Harvard accreditation

Certificate, OH&S rules and regulations · (2010 - 2010)

### CMC / Harvard accreditation

Certificate, Management Skills · (2010 - 2010)

### KACEP

Certificate, Administration · (1993 - 1995)

## References

Available Upon Request.