

Tonya J. Moore

EDUCATION

South Plains College- Associates Degree 1981

OCCUPATION

Marketing Manager –September 2010 to present - Barcas Field Services LLC

Purchase crude oil and condensate in the Mid-Continent to be delivered to end markets. Maintain daily contact with operators, as well as operations to ensure good service. Write contracts for the purpose of hydrocarbon purchases. Secure all the necessary paperwork for reporting purposes.

Responsible for securing work for bobtail service trucks, which includes drip blowing and water disposal.

Director of Marketing April 1996 to September 2010- Blue Knight Energy Partners/Semgroup

Purchase crude oil and condensate in the Mid-Continent for delivery to end markets. Purchase hydrocarbon products in the Rockies.

Responsible for securing work for bobtail service trucks, grew this business from 25 trucks to 95 trucks.

Office Manager August 1995 – April 1996 – Maco

Responsible for the hiring of all employees, payroll, invoicing and customer service.

Secretary/Receptionist September 1993 to June 1995 - Service Engineering Repair Company

Assisted with payroll, Texas Employment Commission reports, Workers Compensation and General Liability Insurance Reports and premiums. 941 Reports and years end reports.

Loan Officer March 1991-September 1993- Borger Bank Branch of Amarillo National Bank

Took applications from customers, evaluated the information and made a credit decision. Prepared loan documents and closed the loan. Prepared a variety of reports and performed administrative duties. Also helped the ANB collections department when collecting an account.

Executive Assistant to the President October 1989-March 1991-First National Bank of Borger

Obtained loan information, closed loans, deposit funds and opened new accounts.

Secretary July 1989- October 1989-First National Bank of Pampa

Reviewed cuts and worked on overdrafts.

Secretary June 1987- Jul1989-Citizens State Bank of Anton

Worked closely with the President,preparing loans, closed loans and worked with the in-house auditor.

Liquidation Technician January 1986-June 1987-Federal Deposit Insurance Corporations (FCID)

Performed Account Officer duties such as writing cases to be presented to the Dallas Regional Office to accepting offers made by individuals outside the FDIC on repossessed collateral. Participated in a number of bank closings as I was part of the closing team.

INTERESTS

Family,yoga,camping