**CURRICULUM VITAE of Anna S.H. GOEY**

May 2025

**Nationality:** Citizen of the Kingdom of The Netherlands (Dutch EU citizen),

 with legal right to live and work in the United Kingdom.

**Profession:** Administrator/Engineering assistant

**Mobile Telephone No.:** + 31 (0)6 229 949 42 [GSM]

**E-mail address:** anna.goey@hotmail.com

**Web-site:** [www.swanhgoey-resume.com](http://www.swanhgoey-resume.com)

**Marital status:** single with de facto British husband (an instrument engineer)

**Courses:** Jun. ‘96 Interpersonal Skills, Malaysia Airlines,

Kuala Lumpur, Malaysia

 Aug.’97 Professional Secretaries Programme, Malaysia Airlines,

 Kuala Lumpur, Malaysia

Sep. ’92 – Nov.’92 Microstation V4 2D CAD (Intergraph)

 Aberdeen Technical College

 Jan.’92 – Mar.’92 AutoCAD (CAD version 10)

 Aberdeen Technical College

 Jan.’76 – Jun. ’78 English language, Jakarta

 Jan.’77 – Jun.’77 Secretarial, Jakarta

**Computer Skills:** Microsoft Office Professional, MS Access, SAP & ESKER (accounting system)

**Education:** 1993 Technology Foundation course T102,

Open University, U.K..

 1974 – 1976 Economic High School, Jakarta, Indonesia

**Languages:** English (fluent), Dutch (fluent), and Bahasa Indonesia (fluent).

**Additional:** **Full course of Covid-19 vaccinations (Pfizer)**

Successful EU Settlement Scheme Application - 10th July 2021

**PROFESSIONAL EXPERIENCE:**

Career summary:

A career that has been based in administration, primarily in the aviation industry. In addition, there are also several years of experience in the energy sector at oil & gas operator and design contractors’ offices in The United Kingdom and Norway undertaking ancillary engineering duties including CAD, document control and data entry (touch-typing proficient).

I have undertaken some technical courses, including CAD and have extensive experience of PC-based relational database software including MS Foxpro and MS Access related to instrument indexes/schedules and I/O lists.

**Mar. 2020 – May 2020 Assistant Engineer**

**Jord Oil & Gas Systems BV, Pappendrecht, Netherlands.**

 Responsible for general engineering support including input of

data into instrument schedules and I/O lists associated with the

Yinson FPSO Project; document control and auxiliary

duties.

**2020 – 2021 COVID LOCK-DOWN ISOLATION**

Self-enforced isolation from the work environment owing to the Covid

pandemic, although the disease was NOT contracted personally during this period.

**Jan 1995 – Jun. 2016 Senior Administration Officer**

 **Malaysia Airlines, Amsterdam, Netherlands.**

 Responsible for Benelux region for all secretarial work, accounts / procurement,

 personnel & management; including out-station assignments in the Brussels

 and Kuala Lumpur offices of MAB (Malaysia Airlines Berhad).

 1995 – August 2001 Secretary/Admin Officer.

**Jan.94- Feb.’94 Engineering Assistant. Det Norske Veritas Industry AS (VERITEC),**

**Stavanger, Norway.**

 Engaged on a short-term contract to assist the mechanical completion

 department in the assignment of mechanical completion package boundaries to

 commissioning P & IDs. Data entry into the project FoxPro instrument schedule

 and engineering register databases.

**Jul.93 - Dec.93 CAD Operator. Texaco North Sea, Aberdeen, U.K..**

 Responsible for drawing register database, instrument index, Intergraph CAD

 drawing revision; computer data entry using Windows, Microsoft database

 software.

**Mar.92 – Jun. 93 CAD Operator. Amerada Hess Ltd., Aberdeen, U.K..**

 Responsible for PC/IRAS/Unix drawing register database, Intergraph/AutoCAD

 drawing revision: CAD documents produced include: GA drawings,

 instrumentation detail drawings, cable schedule and equipment.

**Sep.91 – Feb. 92 Secretary, Aberdeen, U.K..**

 A number of temporary contracts with clients including the Aberdeen Technical

 College and The Aberdeen Borough Council.

Use of IBM personal computer with word-processing 5.1 software

**Sep.90– Aug. 91 Secretary, IULA, The Hague, Netherlands.**

 **International Union of Local Authorities (IULA), training department.**

 IULA is an international organization which gives training and development to

 third-world countries in areas such as personnel and management. Responsible

 for general secretarial duties including: correspondence, travel arrangements,

 reception and document control.

**Jul 1977 – Aug.90 Administration/Secretary/Telex/Fax Operator, Netherlands.**

 A number of temporary contracts in Dutch/Indonesia/English with clients

 Including: Shell Oil company, Heerema Offshore, Ministry of Foreign Affairs and

 Development, Ministry of Education and Science, NIB, NUFFIC and Ministry of Transport & Water purification (Rijkswaterstaat), food import and life-insurance,

 The Hague.