

## 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](mailto: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,<br>Kuala Lumpur, Malaysia               |
| Aug.'97            | Professional Secretaries Programme, Malaysia Airlines,<br>Kuala Lumpur, Malaysia |
| Sep. '92 – Nov.'92 | Microstation V4 2D CAD (Intergraph)<br>Aberdeen Technical College                |
| Jan.'92 – Mar.'92  | AutoCAD (CAD version 10)<br>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,<br>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.