

JESSICA CLAIRE

✉ resumesample@example.com

☎ (555) 432-1000

📍 Montgomery Street, San
Francisco, CA 94105

SKILLS

- Business Process Improvement
- Relationship Management
- Research, Analysis & Evaluation
- Project Management
- Data Management
- Land Management
- Leadership & Communication
- Testing and Training Development
- Revenue and JIB Deck Maintenance
- Strategic Planning
- Requirements Documentation
- Knowledgeable in SSMS, SQL Developer, Visio, SharePoint, Teams, MS Office 365, M-Files, ConnectWise, ThoughtTrace, Quorum and W Energy Upstream ERP Suites, P2 Land, and BOLO

EDUCATION

University of Texas At Austin
Austin, TX • 05/2014

Bachelor of Science

- Completed The Business Foundations Certificate Program from the Red McCombs School of Business
- Coursework in Management Information Systems, Legal Environment in Business, Finance, Accounting, Micro-Economics, Macro-Economics, Statistics, Management, Intro to Entrepreneurial Studies, and Psychology.
- Member of The Texas Iron Spikes whose main philanthropy was The Special Olympics of Texas.

PROFESSIONAL SUMMARY

Accomplished Consultant who drives business process and organizational improvements through leveraging expertise in research, relationship management, and system enhancement. Well-versed in collaborating with employees, clients, and leaders to resolve control and procedural problems negatively affecting business operations. Dedicated to process, cost, and resource optimization.

WORK HISTORY

Chick-Fil-A - Consultant
Cockeysville, MD • 11/2019 - Current

- Served as Lead Business and Technical Analyst on a \$475M acquisition.
- Coded SQL Conversion Scripts for three Land Data Migrations.
- Converted 100K+ documents into target Document Management System.
- Evaluated diverse organizational systems to identify workflow, solution design, communication and resource utilization issues.
- Compiled research data and gave professional presentations highlighting findings and recommended optimizations.
- Designed comprehensive business process flow diagrams for Land Administration operations.
- Supported clients with business analysis, documentation and report building.
- Conferred with existing and potential clients to assess requirements and propose optimal software and business process solutions.
- Conducted meetings with clients to determine project intent, timeline and resource availability.
- Authored detailed roadmaps of action items and project goals, to meet business priorities and deadlines.
- Tracked costs and expenses to compare with original budget and identify failure points.
- Provided updates to all stakeholders on key milestones, overall project performance, and progress.

Ascension Health - Analyst
New Palestine, IN • 04/2019 - 10/2019

- Tracked and resolved hundreds of malfunctions with systems and programs through troubleshooting.
- Led testing resolution meetings with over 20 testers.
- Performed system analysis, documentation, testing, implementation and user support for platform transitions.
- Validated results and performed quality assurance to assess accuracy of data.
- Researched and recommended process improvements designed to mitigate operational and financial risk.
- Maximized team knowledge and productivity by effectively training, monitoring and directing employees in application of best practices and regulatory protocols.

California Resources Corporation - In-House Landman
Mckittrick, CA • 01/2015 - 03/2019

- Accumulated, analyzed, and structured all supporting documentation and data pertaining to leases and contracts covering divestitures of 25,000, 18,000 and 16,000 net acres.
- Implemented and managed a new leasing and assignment tracking process involving field brokers covering all new company acquisitions.
- Tracked and managed a 6 month post transactional leasing bonus program that totaled over \$10M.
- Performed routine data quality assessments.
- Calculated and reviewed monthly lease extension option payments. Created lease purchase reports, exhibits and amendments.
- Prepared revenue, JIB decks and associated component charges for new wells.
- Calculated and processed interest changes from various types of conveyances.
- Assisted in title curative work.
- Communicated effectively with the entire land, accounting, finance and geology departments to ensure accurate reports were being represented by the company.

Gastar Exploration, Inc. - Land Technician
City, STATE • 07/2014 - 01/2015

- Digitized, reviewed and organized thousands of documents including: all of the company's title opinions, well files, contract files, and lease files.
- Maintained organization of the file room on a day to day basis.
- Contacted mineral owners and brokers relating to due diligence in curing title.

ADDITIONAL INFORMATION

- Completed the Professional Land Management Certificate from the University of Houston - Downtown in 2014.
- Outside of work, my hobbies include cooking, staying active outside, and spending quality time with family and friends.