

# Jessica Claire

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## PROFESSIONAL SUMMARY

Accomplished IT and Management Consultant who drives business process and organizational improvements in the energy industry 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.

## 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
- Designing Solutions
- Energy Solutions

## WORK HISTORY

### CONSULTANT

11/2019 to CURRENT

#### Ihs Markit | Us Remote, MN

- 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.

### ANALYST

04/2019 to 10/2019

#### Amazon.Com, Inc. | Cranbury, NJ

- 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.

### INHOUSE LANDMAN

01/2015 to 03/2019

#### California Resources Corporation | Mckittrick, CA

- 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.

### LAND TECHNICIAN

07/2014 to 01/2015

#### Gastar Exploration, Inc. | City, STATE

- 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.

## EDUCATION

### Bachelor of Science

05/2014

#### University of Texas At Austin, Austin, TX

- 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.

## 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.