

OIL AND GAS LEASE ANALYST RESUME

Job Objective:

Oil And Gas Lease Analyst position where I can effectively utilize my skills and expertise.

Highlights of Qualifications:

- Sound knowledge of standard oil and gas leases, conveyance documents and assignments
- Proficient with word processing and spreadsheet software capabilities
- Ability to work well under pressure and meeting deadlines consistently
- Excellent analytical and critical thinking skills
- Excellent written and oral communication skills
- Ability to work in a team environment

Professional Experience:

Oil and Gas Lease Analyst

Energy Search Associates, Seattle, WA

August 2005 – Present

Analyzed and examined joint operating agreements, contracts, farmout agreements and assignments to determine applicable ownership.

Generated and created monthly calendars for lease payments, obligations and expirations.

Analyzed new lease agreements and rights-of-way, farmouts/farmins, and joint operating agreements.

Updated all leases and contracts in assigned area in a timely manner.

Monitored lease obligations and maintained and updated land system.

Monitored and prepared lease renewals in a timely manner.

Oil and Gas Lease Analyst

Miller Jones, Inc., Seattle, WA

May 2000 – July 2005

Prepared monthly rent schedules and processed rental obligations for all leased properties.

Performed manual checks for new and renewed leases.

Maintained department files including lease files.

Coordinated the transferring of land files to off-site storage.

Evaluated monthly expiration reports and entered updates into the system database to maintain the integrity of the leasehold.

Updated system to ensure that all title information is up to date and correct.

Reviewed and circulated monthly rental reports to ensure that rent payments are made on time.

Education:

Bachelor's degree in Business Administration

Boston College, Chestnut Hill, MA

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