

Creating Job Security Resource Guide

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DATA ANALYST	
PROFESSIONAL SUMMARY	
DATA ANALYSIS TROUBLESHOOTING AND SYSTEM MAINTENANCE SYSTEM BACKUP, SECURITY, AND RECOVERY PROJECT MANAGEMENT PERSONNEL TRAINING AND SUPERVISION TEAM COLLABORATION	Innovative, articulate, and technically adept professional with multidisciplinary IT experience and expertise in database development and optimization. Skilled at identifying user requirements and in ensuring accurate system modifications, efficient capacity planning, and maintenance procedures that outstandingly meet user needs and requirements. Versatile and a proven fast learner with reliability in providing technical direction to personnel and higher-level IT specialists. Thorough, extremely detail-oriented, and highly collaborative with strong communication skills and aptitude in developing processes for improvement.
TECHNICAL PROFICIENCY	
<ul style="list-style-type: none">• P2Energy's Bolo for oil and gas office management, including query functions• Microsoft Office: Word, Excel, PowerPoint, Access, Project, and Visio• Kofax Scanning Software: creating, modifying, and using batches• DocVue: all phases of heavy client and troubleshooting for users• Intermediate knowledge of Excalibur Energy Management System• Quorum Business Solutions database• SAP Business Objects• LandWorks Scanning Software• Basic SQL skills• Windows Basic Network Administration• User of several types of billing software	
PROFESSIONAL EXPERIENCE	
Forest Oil Corporation-Denver, CO Lease Analyst/Scanning Technician Assist in developing scanning program, train co-workers in scanning procedures, and guide end users. Promptly respond to Microsoft Excel and database queries.	Aug 2008-Present
<ul style="list-style-type: none">• Monitor and verify sufficiency of information for the lease database; thoroughly review oil and gas leases including the supporting documentation and ensure accuracy in data input• Develop and refine queries from oil and gas database and facilitate weekly program to attach images to database• Participate in resolving scanning issues• Author and utilize specific queries to clean the database• Mentor and provide direction to new lease analysts• Consistently ensure that images are named and organized accurately• Remain efficient in maintaining error-free information, which is more than twice the amount information of any other lease analysts• Produce reports regarding scanning statistics	
PetroHunter Energy Corporation-Denver, CO Executive Administrator Support and advise the IT consultant and serve as information resource to co-workers regarding software questions as well as back up network to tapes.	Apr 2008-Aug 2008
1 P a g e	

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