

# Jamie Harmon

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## Land Paralegal/Analyst/Tech

### Professional Skills

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Highly organized candidate with extensive experience in office administration and continuing education in the Oil and Gas Industry. Reputation for maintaining large volumes of documents, client records, files in a highly organized, efficient and precise manner. Thorough and detailed oriented with a demonstrated commitment to quality.

### Office Skills

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PLAN, BLM GLO Records, Lexis Nexis, Accurant, Montana DNRC Trust, NDIC Oil & Gas, Bluezone, NDRIN, Deed Plotter, Canvas, Worldox, ICRIS, SIRE, Uintah, ICCES, Westlaw and Westlaw Next, TABS

### Experience

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#### 10/2013 to Current Land Paralegal / Office Manager

##### Lear & Lear L.L.P. – Denver, CO

###### *Paralegal*

- Supporting two Attorneys on all travel, correspondence, expenses, registration for meetings/events as well as CPL's and all time entered into TABS
- Analysis and review of various oil/gas, environmental and legal data including contracts, leases, division orders and well logs.
- Interest Calculation Spreadsheets
- Database entry and indexing.
- Quality control and legal research functions also provided.
- Mapping using Deed Plotter
- Required knowledge of oil and gas production data/terminology
- Office management of Denver office

#### 10/2010 to 10/2013 Land Technician

##### Diamond Resources Company- Englewood, CO

###### *Land Technician*

- Supporting all lease buyers on daily lease counts as well as drafts for the president
- Handled and Leased all Bureau of Indian Affairs in North Dakota and Montana which included ordering TSR's and compiling correct payment to all lessors, creating and sending all acceptance letters to lessors, creating final lease from our client to the Bureau and transmitting to client once we have leased a full Allotment as well as creating a spreadsheet with all payments, addresses, etc.
- Prepare Leases, Extensions, Options to Extend, Correction of Descriptions, Lease Amendments, Withdrawal Letters, Requirement Letters, Prepare Abstracts, Stipulations, ROWs Agreements and Index's for all Landman
- Pull Weekly Lease Status Reports for all Lease Buyers

- Building Abstracts
- Creating Curative Letters for all Lawyers as well as updating a Curative Intake Spreadsheet
- Mapping using Canvas
- Prepares Drill Site Summaries from Landmen to Lawyer
- Creating new Lease and Ownership records in PLAN
- Entering all Assignment and Trades into PLAN
- Judgment, Lien and Tax searches using Accurint and Bluezone
- Responsible for Curative communications

**8/2008 to 10/2010 Executive Assistant/ Office Manager**

**Robert H. Pickering & Associates, Ltd. – Littleton, CO**

*Office Manager*

- Supporting president of the firm on all travel, compliance and auditing as well as budgeting and expenses
- Planned and coordinated logistics and materials for board meetings, committee meetings and staff events
- Compiled financial reports pertaining to cash receipts, expenditures, profit and loss
- Responsible for all phases of annual audits
- Prepared accurate financial statements to client for each quarter
- Performed complex general accounting functions, including preparation of journal entries, account analysis and balance sheet
- Budgeting Office
- Minutes

**Education**

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- Continuing Education classes presented by the AAPL (2010 – Current)
- Warren Technical School- Business Certification in Microsoft and Accounting- (2003-2005)
- Dakota Ridge High School- General Diploma

**Affiliations**

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- Denver Association of Petroleum Landmen
- Denver Association of Lease & Title Analysts
- Rocky Mountain Mineral Law Foundation
- American Association of Petroleum Landmen
- Woman In Energy
- Woman In Natural Resources

**Certifications**

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- Public Notary