

Debbie Nylander

sadcham@gmail.com • 303-838-7356

Professional Experience

361 Services, Denver, CO

2019

Measurement Assistant (Contract)

- Analyzed, interpreted and validated measurement data for Langley gas distribution systems
- Executed daily corrections identified by marketing department into FlowCal database
- Input sample analysis breakdown of volume calculations into FlowCal
- Maintained documents in SharePoint

Resolute Energy, Denver, CO

2014-2019

Production Assistant

- Provided complex, deadline-driven operations support for engineering manager and 4 engineers
- Developed project tracking spreadsheet for over 200 oil and gas producing wells
- Proficient in constructing, managing, maintaining databases and spreadsheets
- Created tables, graphs, charts in Excel for analysis
- Prepared PowerPoint presentations of final display of results
- Investigated reporting errors in company database, reconciled discrepancies: resulted in increased accuracy and user confidence in database
- Provided time sensitive documents to management team for review

Noble Energy, Denver, CO

2013-2104

Data Collection Technician

- Constructed SiteView database containing separators, tanks, and wellhead data for Wattenberg, CO field
- Loaded, updated, and maintained client information into company database
- Exhibited strong data entry skills; received recognition for speed and accuracy

Xcel Energy, Denver, CO

2012-2103

Data Collection Technician

- Data mined documents and As-Built drawings to capture objects specific to Xcel's high-pressure transmission pipeline system
- Entered inventory of key objects into Excel spreadsheet for MAOP calculations
- Scanned documents and imported into Meridio recordfvcggs management system for analysis

WesternGeco, Denver, CO

2005-2011

Geophysical Administrative Assistant

- Responsible for project startup, data audit, and validation of data received from clients
- Managed paper and electronic filing systems, recorded information, updated and maintained documents.
- Received "Awards of Excellence" for "Individual effort in liaising with departments and clients to assure accuracy of client deliverables including quality control and problem resolution", this entailed designing and implementing deliverable spreadsheets, creating individual tape headers, tape labels, and transmittals
- Secretary of the Quality Health and Safety committee: responsible for implementing safety initiatives to employees and created meeting minutes
- Provided back up receptionist duties: answered phones, greeted visitors, scheduled conference room and managed outgoing mail and overnight shipments
- Distributed final invoices, cover letters, and attachments to clients, and internal recipients for accounts receivable department
- Prepared end-of-month reconciliation reports for management review