

Donna Talbott-DeJacamo
Denver, Colorado
303-319-4691

PROFESSIONAL EXPERIENCE

GREAT WESTERN OIL AND GAS

Land Technician

May 2017 – April 2019

Contractual/Regulatory

- Created initial unit summaries for respective drilling blocks
- Created, sent and track lease offers, 30-day notices, well proposals, returned elections, declaration of pooling and affidavit of extensions
- Generated Joint Operating Agreements for working interest owners and track executions of same
- Participate in reserves analysis and document creation for trades and acquisitions

Well Development

- Aided in accumulating title information for prospective drilling block
- Worked with outside contractors in tracking title status to completion
- maintains tracking spreadsheets to ensure all contractual and audit processes are complete
- Timely completed well paperwork and auditing documents on all operated and non-operated wells in assigned area.
- Assisted and supported Landman and land technician team with well tracking and preparation of notices, proposals and tracks elections
- Maintained digital well files – scanning all documents to shared drive
- Land initiatives, as assigned

Finance/Accounting

- Processed incoming invoices in Great Western's accounting system and accompanying spreadsheet
- Created check requests as needed and submit to accounting
- Assisted landman with budget tracking and forecasting of expenses

AURORA POLICE DEPT

Aurora Impound Technician

August 2016- February 2017

- Public safety environment support duties and physical inspections to regulate the placement, security and release of vehicles for the police department.
- Conduct ongoing quality control checks pertaining to vehicle identification numbers.
- Department of Motor Vehicle Title work.
- Issue summons
- Testify in court
- Utilize CCIC and NCIC Police Department computer programs.
- Perform additional duties as assigned.
- Input of information into Versadex RMS.
- Retrieve information through Open Fox.

Donna DeJacamo aka Talbott Resume

ANADARKO OIL AND GAS

Jul 2014- March 2016

Senior Land Specialist

- Initiate Cost Center
- 30 Day Notices
- Permitting Information to Regulatory
- Review Leases
- Update Ownership percentages for Working and Revenue Interest
- Prepare Well Proposals
- Prepare Ready to Drill Memos
- Prepare and send out Pre-Set Letters
- Tract Ownership with updating and/or Division of Interest Request Letters
- Prepare documents for Statutory Pooling
 - Assist with Defect documents, agreements and tracking
 - Assist Land man with tracking of ORRI, TOP and Leases
 - Prepare Joint Operating Agreement and Declaration of Pooling documents
 - Performed various administrative duties requiring Land staff support
 - Uploaded Titles, JOA's, etc. to electronic version
 - Assisted with preparation of documents

URSA OIL AND GAS (Contract Position)

2014- 2014

Contract Office Administrator

- Performed Front Desk responsibilities
- Handled all phone lines
- Scheduled meetings and was responsible for update of weekly minutes
- Served as Land Man assistant
- Served as Assistant to SVP's
- Handled Facilities responsibilities