

Kallasandra Moran

Professional Administrative Assistant with over 10 years of oil & gas related experience

Greeley, CO

kallymoran@gmail.com

(307) 441-1137

Work Experience

Office Assistant

Town of Bar Nunn (Adecco Temp) - Bar Nunn, WY

July 2018 to Present

- Accounts receivable, payable, reconciliation
- Customer service
- Building permits

Office Assistant

Corab Services - Casper, WY

January 2017 to April 2017

Project Coordinator

CoServ - Denton, TX

October 2015 to May 2016

Consultant

Wild Red Consulting, LLC

August 2014 to May 2016

Regulatory

JKC Engineering - Casper, WY

May 2012 to August 2014

Regulatory

Petroleum Field Services - Denver, CO

March 2011 to May 2012

Independent Contractor

Denver, CO

February 2010 to March 2011

Engineering Technician

Noble Energy, Inc - Denver, CO

November 2008 to November 2009

Regulatory Analyst

Buys and Associates, Inc - Denver, CO

February 2008 to November 2008

Consultant

Energy Compliance & Consulting, LLC - Denver, CO
November 2006 to February 2008

Engineering Technician

Pioneer Natural Resources - Denver, CO
December 2005 to November 2006

Education

A.A. in History

Casper College - Casper, WY
January 2018 to May 2019

Skills

Microsoft Office, Customer Service, Data Entry, Accounts Payable, Accounts Receivable, Account Management, Project Management