

Project Manager

Oil & Gas Field Management / Workover & Drilling Operations / Investor Relations / Joint Interest Billing / Revenue Distribution / Employee Management

My strength is combining high-organizational and problem-solving abilities with excellent interpersonal skills.

- **Establishing and successfully accomplishing company goals in a timely manner**
- **Determining budgetary needs, while keeping expenses to a minimum**
- **Developing partnerships and business alliances to stimulate growth**
- **Clearly communicating job objectives with co-workers, vendors, and investors**
- **Generating long-term customers and repeat business**

Selected Accomplishments

Oversaw development of marginal field to top revenue producer. Bay St. Elaine field, in the south Louisiana marshland, had numerous downhole and surface facility issues, and was a financial burden. It now generates revenue in excess of \$1.5 million per year with further development potential.

Streamlined office operations to maximize efficiency and growth potential. Oversaw introduction of new software and working interest billing/distribution strategies, which allowed for the company to take on new opportunities without the addition of staff.

Developed excellent working relationships with investors which led to increased revenue. Yearly company income for Rapiere Resources Company increased three-fold during my period of employment, and oil & gas sales increased from several hundred thousand dollars per year to \$2+ million per year. Built strong relationships based on quality field management and trust, leading to large new accounts and a solid reputation.

Served as project manager for numerous workover and drilling operations. Working within strict budgetary and time constraints, oversaw jobs ranging in scope from facility maintenance and mechanical surface issues to major work including tubing replacement and recompletions of wells on land, shallow water, and the Gulf of Mexico.

Career History

Senior Project Manager, Rapiere Resources Company, March 2012 to Present. Was promoted after a long period of incremental increases in responsibilities and project scopes. Responsibilities include monitoring of day-to-day field and office operations for four oil and gas fields in South Louisiana, organization and management of workover and drilling operations, managing employees and subcontractors, maintaining investor relationships, joint interest billing, and revenue disbursement of \$2 million+/year. Duties also include preparation of AFEs, review and authorization of vendor and sub-contractor payments, monitoring and upholding lease requirements, preparation of state production and revenue reports, and serving as accounts payable and receivable.

Project Management Consultant, Kimbrell and Associates, LLC. January 2012 to Present. Consultant on projects ranging from offshore facility upgrades to well maintenance and workovers.

Project Manager, Rapiere Resources Company, independent oilfield operating company, 2006 to March 2012.

Earlier: Licensed Insurance Agent and Enrollment Manager, Colonial Supplemental Insurance.

Additional information: My credentials include a BA in History from Middle Tennessee State University. Currently working towards Project Management Professional certification. Experienced in DMPRO Oil & Gas Disbursement Management software, Quickbooks, online state reporting systems, Microsoft Office Suite. Enjoy travel, fitness, fishing, and music.