

KRISTEN ROTHER

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857 Golden Four Drive
Melbourne, VIC 3000

PROFESSIONAL LEASING ANALYST

Sr. Lease Analyst & Land Analyst

Confident, Hard-working, and Reliable **Lease Analyst** has 6+ years of extensive experience delivering exceptional customer service, and executing leasing processes, working diligently and proficiently to meet set deadlines. Extremely competent individual demonstrates a verifiable track record of successfully managing a heavy workload, always striving to deliver outstanding results. Strategic thinker and meticulous planner exhibits first class organizational, presentation and communication skills. Candidate manifests profound knowledge in Land Department Operations, Leasing Practices, Laws and Regulations, Courthouse Title Examination, and PA, GIS, IHS GeoPortal and Tobin Mapping.

Demonstrates exceptional planning, prioritizing and goal-setting skills to achieve optimal outcome to create, implement and document efficient methods of operations; thrives in demanding fast paced environments, and excels under pressure.

- ✦ Analytical & Detail-oriented Problem Solver
- ✦ Proficient Social & Interpersonal Skills
- ✦ Organized in Planning & Documentation
- ✦ Outstanding Customer Service Abilities
- ✦ Sound Judgmental & Decision-making Skills
- ✦ Adept at Organization & Multitasking

CAREER HISTORY

Southern Bay Energy Corporation

Aug 2016 – Present

Lease Analyst

Melbourne

- ✦ Assumed full responsibility for the **lease and contract setup** and maintenance for prospects in Eagle Ford; engaged clients by providing excellent customer service and proactively updating and communicating with affected sides on a regular basis.
- ✦ Ensured accurate, appropriate and timely updates to Bole Land of existing leases within the portfolio; **built favorable business relationships with Field Brokers** to ensure synergy, effectiveness, and continual improvement of the leasing efforts by keeping track of incoming leases and getting lessors paid in a timely manner; accountable for preparing **provisions and obligations** of new leases.

Adelaide Corporation

July 2014 - June 2016

Lease Analyst

Melbourne

- ✦ Abstracted, analyzed, interpreted and communicated complex lease language from lease agreements; **managed all aspects of lease and contract administration** to insure a seamless, consistent and accurate service for prospects in the Eagle Ford, Marcellus, Woodford and Tuscaloosa Shale Plays.
- ✦ Provided all prospects with obligation calendars actively engaging with clients, and maintaining timely status updates; **regulated all leasing transactions in a timely and compliant manner**; conducted Shut-in payments, Option to Extend Payments and Rentals.
- ✦ In a mutual collaborative relationship with interest partners and other staff members **identified company's leasehold position**; generated assignments and releases in a well organized manner.
- ✦ **Directly impacted the effectiveness and success** of the organization and customer satisfaction; identified incoming leases from field brokers and added them to appropriate units.
- ✦ Produced robust and insightful acreage reports on a monthly, quarterly and annual basis, as well as **generated specialized acreage reports** in Enertia, when necessary.
- ✦ Completed necessary payments to the Office of Natural Resources Revenue Site (ONRR) for Federal and BIA Leases; experienced in notarizing instruments.

Triple Management CO

Mar 2014 - June 2014

Contract Lease Analyst

Melbourne

- ✦ Executed all aspects of administrative operations during the leasing process; deliberately **prepared Eagle Ford Leases in Enertia** including provisions, obligations, land decks, tracts.

- ✦ Evaluated and **performed complex deal structures**; thoroughly analyzed title work and requested BA's as needed for incoming leases.
- ✦ **Made certain that all leasing documentation is accurate, complete**, and adheres with applicable standards, company policies, laws and regulations.

Tidy Co

2007 - 2011

Contract Lease Analyst/In-house Landman
Melbourne

- ✦ **Delivered bespoke leasing services** coordinating multiple leasing and payment requests; maintained leases and payment obligations due on lease bonuses and rentals.
- ✦ **Supported company's customer and market objectives** with the provision of exemplary service at all times; served as the off-site land department for clients.
- ✦ **Organized and maintained land and lease files** and ensured that all such matters are correctly identified and handled in accordance with client requirements; held accountable for maintaining existing market-leading standards in this sector, as well as service level compliance, customer satisfaction and client relationship management.
- ✦ Conducted detailed research on production reports, division orders, oil and gas leases, contracts, and recorded documents; **determined the mineral title on producing and non-producing properties** by carefully assessing, and interpreting documents.
- ✦ Diagnosed day to day problems encountered by the department and provided quick and effective resolution; effectively and efficiently **managed leases and assignments** of a contentious nature maintaining compliance with best leasing practices.
- ✦ **Negotiated best value deals**, successfully defining terms and contract conditions with lessors; exhibited strong knowledge in Courthouse title examination in LA, TX and PA, GIS Mapping, IHS GeoPortal Mapping and Tobin mapping, as well as regulatory filings regarding LA DNR/SONRIS, TX RRC and Federal OCS/BOEM.

OTHER RELEVANT EXPERIENCE

Kindred Properties

2006 - 2007

Commercial Real Estate Agent
Melbourne

EDUCATION & TECHNICAL SKILLS

Melbourne University, 1987-1990, Communication Major
Melbourne College, 1987, A.A. Liberal Arts

Professional Oil & Gas Courses: Division Order Analyst, Lease Analyst, Oil & Gas Agreements, Petroleum Land Practices, GIS Mapping, Title Curative, Working Interest/Net Revenue Interest

Champions School of Real Estate, Melbourne 2003, Real Estate License

Excel ✦ Adobe ✦ Word ✦ Bolo ✦ Enertia ✦ Quorum ✦ Tobin

PROFESSIONAL MEMBERSHIPS

Melbourne Association of Professional Landmen (MAPL)
Association of Lease & Title Analysts (ALTA)

References Gladly Provided Upon Request