

JOHN H. SMITH, LM

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LAND ADMINISTRATION MANAGEMENT

Proven leader with expertise in all aspects of land administration—lease records and contracts, division orders, and ownership management, and providing vision and direction for business and departmental operations

Licensed attorney with 30+ years of experience as a leader and strategist in oil, gas, and mineral land asset administration. Deep industry background balances team building, coaching, and leadership with daily business operations and problem solving for maximum efficiency and profitability. Highly collaborative in working with management teams to drive performance and increase business value while creating productive workplaces that inspire, engage, and energize teams.

CORE STRENGTHS & VALUE IMPACT

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| ✓ Land Administration Departmental Management | ✓ Asset Ownership Management & Maintenance |
| ✓ Team Building, Leadership & Coaching | ✓ Acquisitions & Divestitures |
| ✓ Legal & Regulatory Compliance | ✓ Management Team Communication & Collaboration |

CAREER HIGHLIGHTS

Callahan & Jones Energy LLC, Callahan, FL

Recruited to manage and enhance operations for the property administration group with oil, gas, and mineral assets in Nevada, Oklahoma, Nebraska, Georgia, Tennessee, and Texas.

Manager, Property Administration ▪ 3/20xx to 6/20xx

Provided vision and direction across all property administration functions. Motivated and mentored 55 employees including supervisors, division order analysts, lease analysts, and administrative staff. Oversaw lease and contract analysis, and owner relations. Managed obligation calendars and payments. Performed acquisition/divestiture due diligence, exhibits, schedules, and notices. Directed SEC reporting for wells and acreage.

- Overhauled the Lease Records group to boost productivity. Trained and mentored employees to increase capabilities, and replaced low-performing team members with qualified, hard-working senior lease analysts.
- Bolstered management team effectiveness by hiring talented leaders and establishing a cooperative environment.
- Increased employee retention and created a cohesive, team-oriented setting in a split-work environment (the team was divided throughout 4 floors of the building). Organized team-building events, facilitated staff meetings, and established open lines of communication grounded in positive feedback and recognition for on-the-job contributions.
- Spearheaded efforts to eliminate inefficiencies and automate tasks, such as implementing Energy Land System.
- Achieved 110% success rate for internal and external audits.

Langston Enterprises, Sarasota, FL

Personally recruited by the CEO to restructure and oversee land administration operations for rapidly growing surface and mineral asset operation with properties in South Carolina, Georgia, Mississippi, and Utah.

Land Manager ▪ 4/20xx to 9/20xx

Directed supervisors, division order analysts, lease analysts, landmen and support staff in 3 locations (Tampa, Sarasota, and St. Augustine). Oversaw leasing, contract analysis, drilling and division-order title opinions, and strategic asset development, and other aspects of land administration such as acquisitions/divestitures, well-status updates, and yearly acreage reporting.

- Turned around performance by rebuilding the land administration department and revitalizing the team for maximum efficiency, accountability, and employee retention.

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- Designed and implemented the company's first unclaimed property reporting system, and led the transition from physical to web-based digital files.

VTech Industrial Enterprises, Palm Springs, FL

Recruited to manage the land administration department with oil and gas assets in Nebraska, Illinois, and Florida. VTech Industrial Enterprises was a subsidiary of Energy Connects Corporation.

Director, Land Administration ▪ 2/20xx to 8/20xx

Provided leadership and guidance for 30 supervisors and land administration personnel in 3 locations (Tampa, Sarasota, and St. Augustine). Ensured accuracy and legal compliance in all operations. Worked closely with the management team to advance company priorities and achieve short- and long-range goals. Directed data integrity projects.

- Skillfully navigated the effects of the recession through strong, consistent leadership and financial discipline.
- Built a dedicated team by bringing people together and establishing a culture of cooperation. Several employees were selected for internal promotions based on performance and loyalty.

Acme Enterprises, Blue Hill, FL

Relocated from Georgia to manage land administration, with specific focus on acquisitions and divestitures of properties in Texas, Missouri, Tennessee, South Carolina, and Florida.

Manager, Corporate Land Administration ▪ 4/19xx to 10/20xx

Headed a team of division order analysts and support personnel in corporate land administration projects and operations including preparing and reviewing purchase, sale, and transition agreements, and drafting schedules, exhibits, and notice letters. Managed acquisition and divestiture due diligence as well as data mapping and conversion. Implemented Energy/SOP.

PRIOR EXPERIENCE [Tenure: 10 years]

Independent Consultant – Led acquisition due diligence and systems conversion projects for Acme Enterprises, Energy Atlantic Transportation Company, and Winchester Properties.

Director of Land Administration – Oversaw all major domestic producing areas for Energy Plus Company. Served as project leader for \$75M integrated systems development project.

EDUCATION

Land Management (LM) ▪ State University School of Law

Bachelor of Arts (BA) ▪ Florida University

PROFESSIONAL AFFILIATIONS

American Bar Association ▪ State Bar of Florida ▪ Callahan Bar Association

National Association of Division Order Analysts ▪ Callahan Association of Division Order Analysts

National Association of Lease Title Analysts ▪ Callahan Association of Lease Title Analysts