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Richelle McKim
Engineering Technologist at Noble Energy
Greater Denver Area | Oil & Energy
Current: Noble Energy
Previous: Anadarko Petroleum, Mission Basement Company, Castle Rock CO, Shell Oil Company
Education: University of Phoenix
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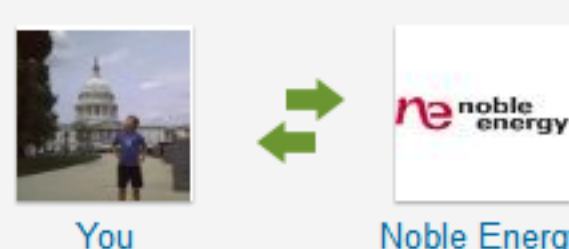
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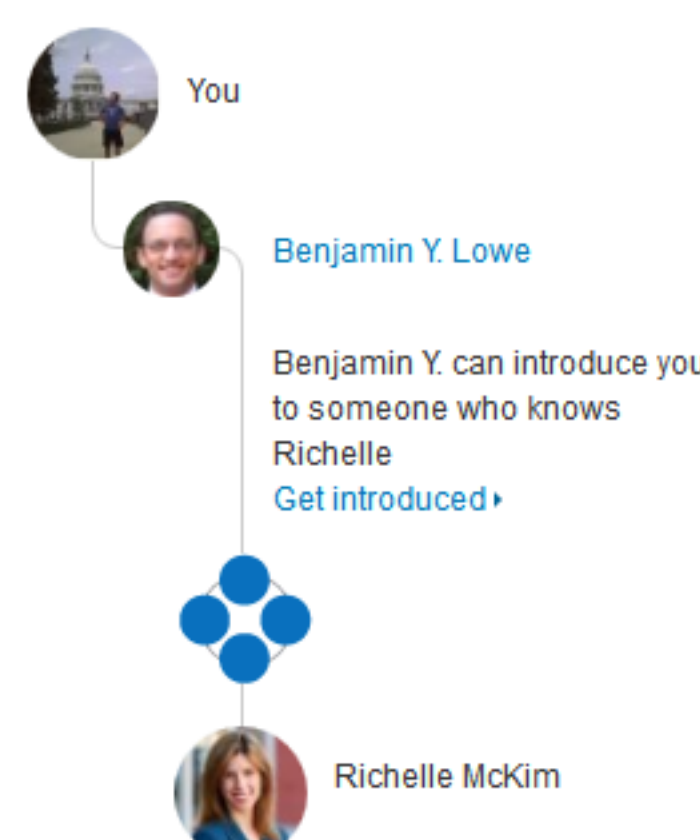
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Background

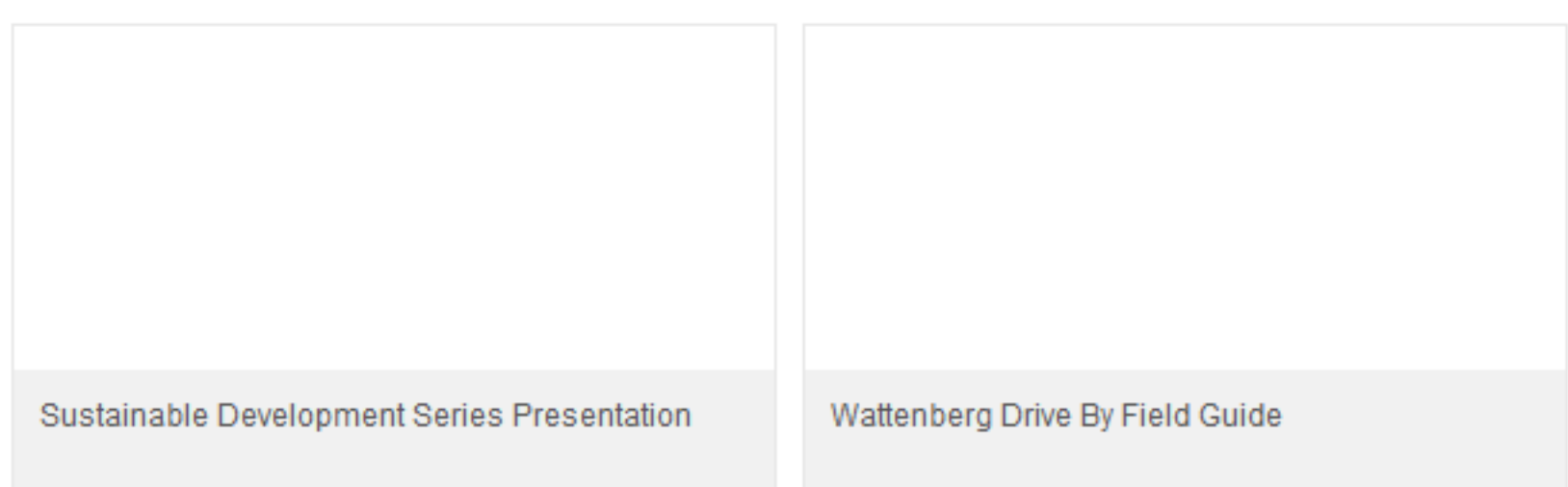
Experience

Engineering Technologist - Project Management, Wattenberg

August 2013 - Present (1 year 1 month) | Greater Denver Area
-Consolidate, integrate, organize, and communicate all new drill execution activities from RTD through IP to the entirety of the business unit. Enable Drilling, Well Execution, Construction, Supply Chain, and Measurement to work in a systematic and coordinated effort by acting as the communication hub to ensure elegant execution.
-Create and lead the Execution Strategy of all Development Plans as a collaborative and essential process to coordinate planning efforts between Prospect Development, Well Engineering, Operations, Major Projects and New Construction.
-Create, manage and distribute the new drill schedule, operations schedule and project tracking reports to manage the drilling and completion processes
-Analyze and track KPI's and project cycle times for resource planning and budget forecasting
-Integrate Primavera and WellSpring into current processes for long-term planning, integrated project management and sustainability planning

Sr. Assistant to the GM of Wattenberg

Anadarko Petroleum
May 2010 - August 2013 (3 years 4 months) | Greater Denver Area
- Engineering Technologist -ARIES database certified, administered quarterly reserves updates, administered spacing and completion updates. Built Non-Op OpenWells database, managed updated all log and drilling data. Datamining for Non-Op Spotfire lookback project and Access database. CAPEX reconciliation and partner information coordination. State reporting and well log data management for operated and non-operated wells. Liaison for partners, landowners and vendors to the Land and Drilling departments. Recognized and initiated process improvement to proactively identify and recover RI/WI revenue and information we were missing from partners. Create and distribute weekly PDB production report.
- Public Relations/Communications - Keynote speaker for COPAS, PDC and Desk and Derrick explaining oil and gas operations. Led field tours for industry education to internal depts (Regulatory, Accounting, Corporate Planning etc.) and external audiences (COGCC, EPA, CDPHE, local/state legislatures, and G&T schools). Provide industry education for elementary schools. Support STEM initiative by developing an international humanitarian engineering-based energy and water program.
- Administration - Financial analysis and budgeting. Wattenberg field tour program director. Foreign Dignitaries, Investors, EC, COGCC, EPA, CDPHE, various municipal entities and local/state legislatures. Coordinate fundraising events and corporate volunteer events. Recruiting coordination and Executive administration.



Office Manager, Business Development

Mission Basement Company, Castle Rock CO
July 2008 - May 2010 (1 year 11 months) | Castle Rock, CO
Developed and managed e-commerce. Developed marketing strategy. Developed business processes, accounting system and financial practices. Prepared monthly P&L reports. Maintained A/P and A/R accounts. Negotiated collections for non-paying customers. Developed and maintained client and subcontractor files. Provided all due diligence for license applications and renewals, business and construction permits and accounting requirements. Managed and coordinated schedules for subcontractors on various construction projects. Prepared contracting bids and coordinated meetings for potential clients.

Executive Assistant to the VP of Gov't Affairs, CEO and Env. Engineer

Shell Oil Company
November 2002 - April 2005 (2 years 6 months) | Greater Denver Area
Composed letters to various Government Officials at the DOE and DOD. Created PowerPoint presentations for energy conferences and corporate meetings. Maintained various production spreadsheets and interdepartment communication with the Houston office.

Property Administrator for Dominion Plaza

Equity Office Properties Trust
February 2001 - January 2002 (1 year) | Greater Denver Area
Maintained A/R ledger, reconciled daily deposits, prepared month-end reports and budget income analysis. Responsible for rent billing and collections. Prepared monthly late notices and negotiated collections in compliance with lease agreements. Collaborated with GSA to reconcile complicated tenant account for the IRS, as they rented 60% of the 500,000 sq. property. Prepared miscellaneous billings for tenant work orders. Researched lease agreements to maintain legal lease requirements at renewal intervals. Managed the front desk receptionist including training, temporary help and new hires.

Sales Assistant for Separate Accounts and Client Relations

Janus Capital Group
June 2000 - January 2001 (8 months) | Denver, Co
Prepared personalized monthly mutual fund portfolio statements to high profile clients. Built and Maintained business relationships between clients, the portfolio managers and sales team. Designed marketing materials. Prepared mass mailings and followed-up with cold calls to build the client base. Maintained the accuracy of the client database.

Team Lead for Monetary Control, Manual Check Team

OppenheimerFunds
February 1997 - May 2000 (3 years 4 months) | Englewood, Colorado
Team Lead for Monetary Control, Manual Check Team (8/97-5/00)
Lead on the Manual Check Team. Issued checks as a transfer agent to investors and broker/dealers. Developed more effective procedures and updated procedure documentation as processes evolved. Reconciled the OppenheimerFunds check-writing account. Managed the check-writing system (ARPS) and database (Moore 123) Completed online stop payment request (ProComm). Provided productivity standards of a 24-hour turnaround for investors.
Executive Secretary for Vice President of Planning and Control (2/97-8/97)
Prepared monthly investment report for the PIMCO and Nuveen Funds. Assisted RPO with special recovery projects. Supported 35-member team with various administrative tasks.

Courses

Anadarko Petroleum

- SpotFire Intermediate Course
WINRI Calculations
Excel
Access

Independent Coursework

- Aries Fundamentals (Landmark)

Projects

The Humanities of S.T.E.M. Curriculum: Sustainable Development

December 2012
Program Description:
The Sustainable Development Series is comprised of 4 (1) year-long courses in Energy, Environment, Health and Economic Development. Each course is designed to include international collaboration, data based research, industry mentors and a job-ready technical certification. Additionally there is an opportunity to travel abroad as a global steward in humanitarian... more

Volunteerism

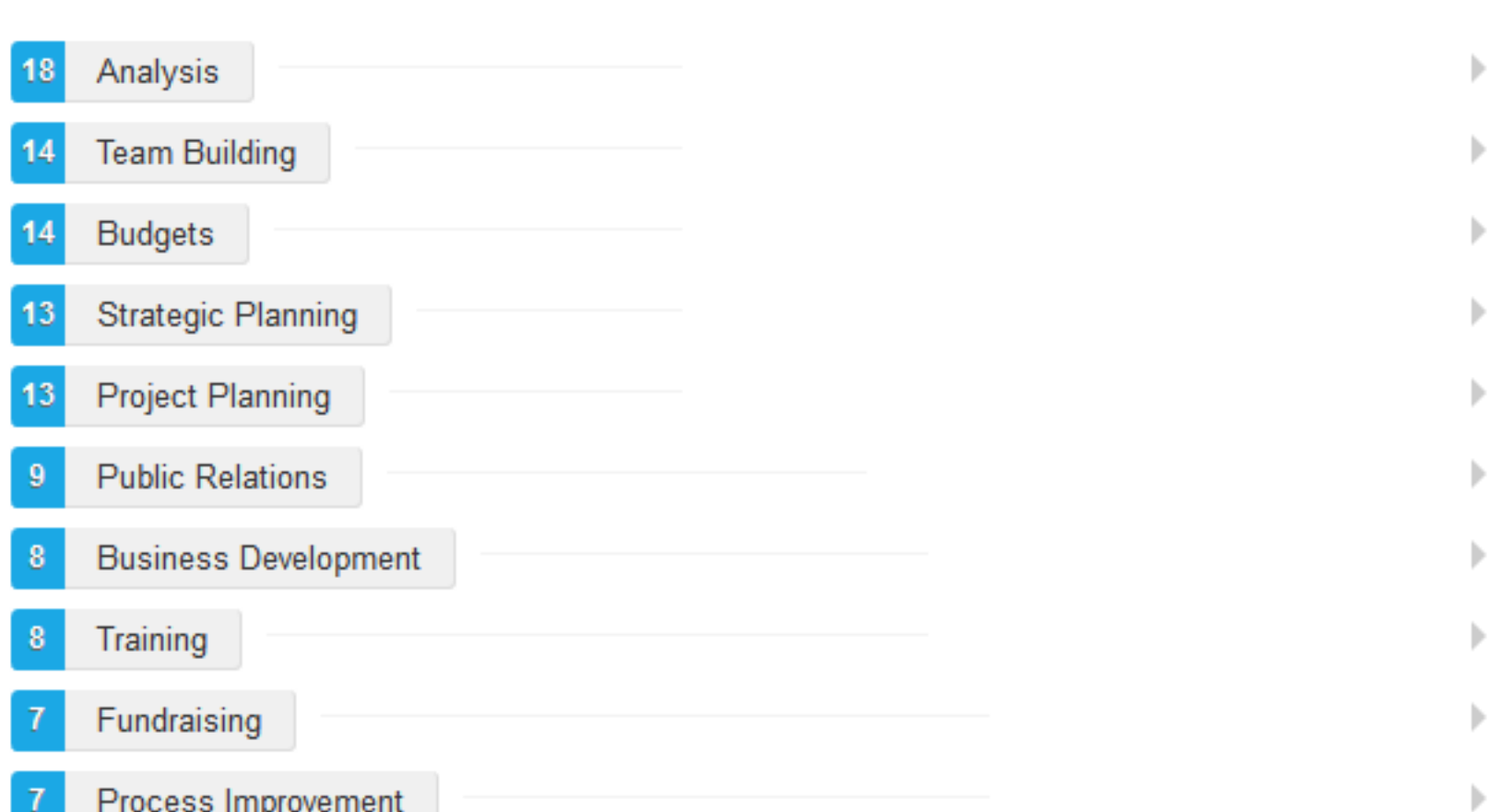
January 2014
Stewardship/Community Volunteerism
2013 - Corporate Representative, CACI - Colorado Association of Commerce and Industry
Energy and Environment Council
-Air Subcommittee
-Water Subcommittee
-Execs Advocacy Program, 2014
2013 - Career Success Volunteer Educator, Junior Achievement
2013 - Board Member, Douglas County Parks, Trails and Building Council
2012 - Founder, Students Without ... more

Special Projects/Process Improvements

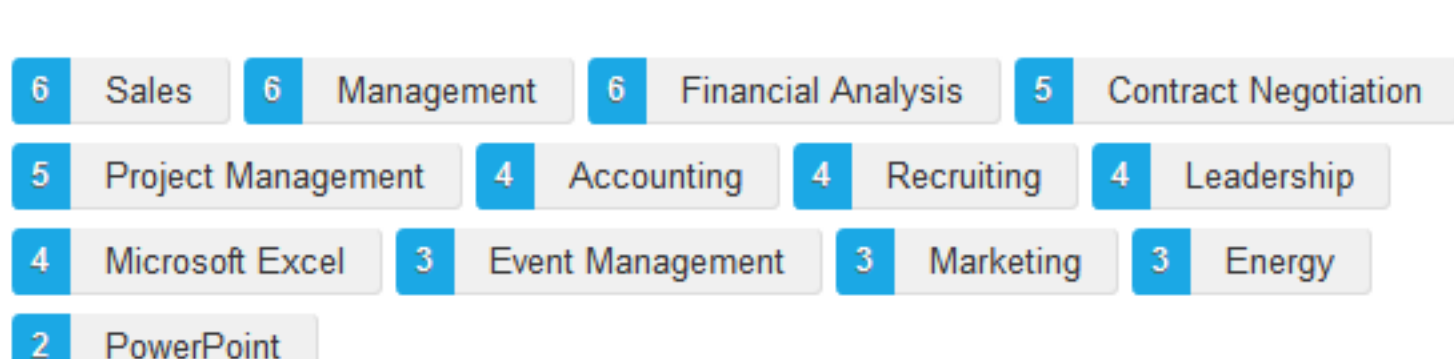
- Consolidated all state reports to a centralized document storage repository in ANORM.
Coordinated and managed the transition of automating drilling reports into Open Wells via autoloader.
Managed the transition from paper logs to digital logs, which included partner log distribution. Coordinated and lead this effort with Corporate Records, IT, multiple vendors and partners. The result... more

Skills & Endorsements

Top Skills



Richelle also knows about...



Education

University of Phoenix

Bachelor of Science in Business Administration, Finance, 3.73
2012 - 2014
International Honor Society in Business
Activities and Societies: Delta Mu Delta

Arapahoe Community College

Job Related Courses, Accounting
1998 - 1999

Red Rocks Community College

Job Related Courses, Accounting
1996 - 1997