

Katherine Lynn Otis

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Summary

GIS professional with experience in detailed land and lease mapping, and shapefile/geodatabase creation and management using ArcGIS Desktop software. Skilled in data collection and QC, analysis and organization utilizing ArcGIS Online, IHS software and online platforms, Drillinginfo.com, and various federal and state government and census sites, in addition to ArcGIS Desktop.

Professional Experience

Koch Exploration Company, LLC - Denver, Colorado

GIS Specialist - January 2017-Present

- Create, format and update maps, graphs and reports and perform spatial analysis using ArcMap software.
- Communicate with stakeholders as needed to discuss and define data and project needs and desired outputs.
- Prepare metadata, layer and map packages, and other documentation for sharing with internal and external stakeholders.
- Design a well-structured database that will facilitate shapefile, geodatabase and map organization and maintenance.
- Continuously research and efficiently utilize additional resources to support map production (ArcGIS Online and online GIS forums, IHS Land Studio, DrillingInfo, Enerdeq, various government and census sites, including BLM and State websites).

GIS/Land Technician + Rental Analyst - January 2015-January 2017

- Managed the monthly obligation and lease rental calendar review process, and worked closely with accounts payable to ensure timely and accurate rental payments.
- Land mapping responsibilities using ArcGIS including, but not limited to, building polygons, shapefiles and producing land maps as needed.
- Assisted with transactions, trades, acquisitions, divestitures, due diligence, drilling permitting, and day-to-day lease records maintenance and data cleanup.

Encana Oil & Gas USA, Inc. - Denver, Colorado

Land Technician (Contract) - May 2014-January 2015

- Created organization and tracking systems for department documents and records including land leases, assignments and deeds, title/title opinions, regulatory files, and contracts.
- Responsible for ensuring that all well partners and royalty interest owners receive copies of required regulatory and legal documentation in a timely manner.
- Assisted with department special projects as needed requiring knowledge of land maps and plats, and legal and contract documents.

Denver Public Schools – Office of School Reform & Innovation - Denver, Colorado

Entrepreneurial Leadership Development Program Coordinator - October 2012-February 2014

- Developed, implemented and maintained systems, structures and templates to ensure detailed and efficient project coordination.
- Responsible for purchasing and expenses, and all grant fund accounting.
- Created a comprehensive internal calendar of all district, department and team events and meetings to avoid scheduling conflicts.
- Managed operational and logistical tasks associated with the admissions, induction and residency phases of the REDDI principal leadership development program.
- Coordinated all events and meetings, including venue, materials and supplies, guest speakers and facilitators, catering, travel arrangements, and budget and expense reports.

Administrative Assistant - August 2011-October 2012

- Aided in the development of a comprehensive timeline of state and district compliance submissions, to assist charter school leaders with planning and deadline management.
- Designed a new, more user-friendly department website structure and maintained the site with up-to-date and relevant information.
- Kept record of all charter leader and school contact information, and disseminated to other central office departments and stakeholders accordingly.

Education

Michigan State University - East Lansing, MI

- Bachelor Degree in Communication – August 2001-August 2005

ESRI Training Courses - Broomfield, CO

- ArcGIS II: Essential Workflows – July 2016
- ArcGIS III: Performing Analysis – November 2016

References available upon request