

Jim W. Roberts

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Objective

Work in an energy/conservation industry within an environmentally strong growth oriented company.

Work Experience

Land Project Manager

Common Ground Capital, LLC

July 2012- Present

Oklahoma City, OK

- Responsible for all aspects of developing and maintaining land banks in company's portfolio.
- Coordinates all on site development activities and long term support post credit sales.
- Establishes all initial landowner contacts and contract negotiations.
- Manages all mineral and title support for all land bank sites.
- Maintains long term customer and landowner business relationships.

Leasing Agent

Texhoma Land Consultants, Inc.

October 2011- July 2012

Norman, OK

- Prepared Lease packets, Extensions, Pooling Agreements, Amendments, Ratifications, Lease Corrections, Subsurface Easements, and Offer Letters as requested.
- Ensured all information in leasing system was accurate and confirmed that title checks and land issues were resolved.
- Gathered supporting documents required in lease packets including but not limited to source deeds, plats, mineral ownership reports, county tax information, etc.
- Maintained spreadsheets containing lease progress information to provide Company with data for weekly and quarterly reports.
- Processed signed leases by updating leasing system, preparing approval sheets for lease bonus payments, and ensuring all payments were made in a timely manner..
- Coordinated administrative efforts with municipalities regarding Leases, Consents, Amendments, Bids, and Pooling Agreements.

Senior Project Developer

Horizon Wind Energy / EDP Renewables

March 2001- September 2011

Houston, TX

- Managed Edmond Field Office for EDP Renewables with a staff of six.
- Responsible for all Wind site acquisitions in the Southern Plains and Midwest Regions in USA.
- Coordinated all due diligence and pre-construction development side activities
- Served as Company Legislative Liaison between the State of Oklahoma and local Municipalities.
- Established all initial landowner contacts and contract negotiations.

Education

- Oklahoma State University Stillwater, OK
- Bachelor of Science in Business Administration
- Major: General Business and Management
- Minor: Marketing

Graduation Date: May 1973

References upon request