

## **DEBRA K. HILL**

316-259-1459, El Dorado, KS 67042, dynalog@att.net

### **EMPLOYMENT HISTORY:**

Dyna-Log, Inc., Co-Owner since 1999. This is an oilfield service business.

- Inventory
- Complete Company Bookkeeping
- Customer Service
- Scheduling of Work for Engineer
- Government Audits
- Property Management
- All Annual Renewals including Insurance and Permits
- Clearance thru Homeland Security

Bear Petroleum, Office Manager

- Managed up to 3 office workers.
- Billing and recordkeeping of interest holdings in oil and gas wells.
- All bookkeeping for two companies.
- Human resources for 25 employees including payroll records.
- All government and state permits and annual ad valorem renditions.
- Initiated and procured software system for this type of accounting.
- Negotiated all insurance contracts including health, liability and W/C.

Gulf Oil/Chevron Clerical duties.

### **KNOWLEDGE:**

- Accounting procedures. Oil and Gas Accounting
- Oil and gas Renditions and State and Federal Annual Reports.
- Human Resources.
- DOT requirements.
- Inventory Control.
- Customer Service.
- Scheduling.
- Negotiations of contracts with insurance companies.
- Excellent Letter Writer.
- Stickler for Details. Especially Proofreading.
- Educated in Windows 10, Excel, Word, Access and Powerpoint

### **EDUCATION:**

- Wichita High School West – High School Diploma
- Wichita State University – 60 credit hours
- Butler Community College – Introduction to Processing Systems Class

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### **REFERENCES:**

- Jennifer Allen, e-mail: drkevjenallen@gmail.com; phone: 316-250-4167, 4618 SW Circle Ct., Towanda, KS 67144
- Friend of 7 years and worked together as volunteers for CHFM co-op.
  
- Rosie Durner, P.O. Box 219, Burrton, KS 67020; phone: 620-463-4060
- Banker and Friend of 20 years.
  
- Stan Seymour, 300 W. Central, El Dorado, KS 67042; phone: 316-321-4220
- Pastor of First Christian Church where my family and I are members and serve on the Christian Services committee.

### **INTERESTS:**

- Traveling with my family in our RV. Time at the Lake. Baseball. Junior Golf