



JOANNE C. BOUFFARD

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**Senior Land Analyst | Mineral, Contract, Surface, and A&D | Results-Driven
Solutions-Focused Professional**

Senior Land Analyst with an extensive background managing mineral, contract, A&D, and surface transactions. Consistently managed complex, high-volume workloads with precision—delivering accurate, compliant results on time and with minimal oversight. Known for initiative, integrity, and collaboration, I'm eager to bring my depth of industry knowledge, strong analytical mindset, and proactive approach back to the land and energy sector.

Core Competencies & Key Highlights

- **Strategic Land Administration:** Expert in managing expiries, continuations, offset obligations, and Crown/Freehold notifications with accuracy and timeliness.
 - **Conveyancing Excellence:** Experienced in drafting, reviewing, executing, and registering conveyance documents for mineral, surface, and contract transactions, maintaining detailed and precise records.
 - **A&D Transactional Support:** Played a critical role in pre- and post-closing processes, including CS Land reporting, ROFR analysis, per diem schedule creation, and document preparation to ensure smooth transitions.
 - **Data Integration & System Oversight:** Led data conversions across acquisitions, ensuring consistent and accurate integration of data across mineral, contract, surface, JV, well, and accounting systems.
 - **Financial Administration:** Managed mineral and surface rental payments, road use invoicing, surface rent reviews, per diem calculations, and the recovery of unpaid receivables.
 - **Stakeholder Engagement:** Skilled communicator adept at liaising with cross-functional teams, industry partners, landowners, legal counsel, and government agencies to resolve issues and promote operational alignment.
 - **Surface Land Administration:** Ensured timely payments and accurate data entry for surface acquisition packages. Managed third-party agreements (road use, crossings, consents, proximities) to support field operations.
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Seeking

A permanent or contract opportunity where I can leverage my land administration expertise to drive operational efficiency, support multidisciplinary teams, and contribute to corporate success.

Let's Connect

I am available immediately and open to both in-office and remote opportunities. I welcome the chance to discuss how I can bring value to your team.