

## **Michael J. Graysay**

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724-462-0717 – michael.graysay@gmail.com

### **SUMMARY OF QUALIFICATIONS**

Exceptional team building skills with customers and co-workers; goal-setting abilities and strong organizational skills lead to exceeded targets; administrative and managerial experience.

### **WORK EXPERIENCE**

#### **Landman - Crew Chief**

#### **BOP Land Services, LP**

**1/1/15 – Present:**

- Managed team of up to 26 individuals
- Operated in Pennsylvania and West Virginia
- Responsible for both leasing and mineral purchases
- Negotiate oil and gas leases with landowners
- Research courthouse records to determine ownership

#### **Landman**

#### **BOP Land Services, LP**

**3/2014 - 12/31/14:**

- Negotiate oil and gas leases with landowners
- Research courthouse records to determine ownership
- Prepare necessary curative documents

#### **Landman**

#### **DPS Land Services**

**04/2012 - 03/2014:**

- Negotiate oil and gas leases with landowners
- Research courthouse records to determine ownership
- Prepare necessary curative documents

#### **Account Sales Manager**

#### **TMI , LLC Pittsburgh, PA**

**10/2011 - 04/2012:**

- Manage and develop over two hundred active accounts
- Identify and assess the needs of current clients
- Work together with sales team to reach divisional goals and quotas

#### **Customer Service / Order Processing / Sales Support**

#### **TMI, LLC, Pittsburgh, PA**

**07/2010 – 10/2011:**

- Provide support to outside sales personnel
- Assist in the management and maintenance of activate accounts
- Lead customer service representative of entire sales division
- Handle all order processing and data entry within division

### **EDUCATION/CERTIFICATIONS**

- Masters of Business Administration, April 2017  
University of Pittsburgh, Pittsburgh, PA
- Dale Carnegie Training, June 2012
- Bachelor of Arts, Business Administration, May 2010, Graduated Cum Laude  
Washington & Jefferson College, Washington, PA
- AAPL: #00096130
- Pennsylvania Notary: Valid Thru: 08/2018