



Mindy Jack, Office Manager

Overland Consulting | 11551 Ash Street, Suite 215 | Leawood, KS 66211 | 913-599-3323
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GENERAL

Ms. Jack serves as Office Manager for Overland Consulting, providing data management and administrative support in energy consulting projects. Her areas of specialty include project management in connection with various consulting projects and high-level administrative support. She manages data response processes for several regulatory audits and mergers.

PROFESSIONAL WORK HISTORY

Overland Consulting
Office Manager

2014 – Present

Provides network and computer software/hardware support to employees. Develops and maintains programs utilizing a variety of software applications for various energy and telecommunication projects. Responsible for coordination of report production and discovery database processes.

Applebee's Services, Inc.
Franchise Specialist

2007 – 2012

Virtual data room management for large-scale project to sell company-owned restaurants. Developed and managed tracking system designed to monitor remodel of all restaurants. Maintained and updated franchise segment of corporate website.

Applebee's International, Inc.
Investor Relations Specialist

1999 – 2007

Coordinated compilation of annual reports and all SEC filings. Managed corporate press release distribution. Built and maintained relationships with investors.

PROFESSIONAL EXPERIENCE

- Support staff role in affiliate transactions audit of Questar Gas Company and Wexpro Company, assisting in all aspects of data management.
- Support staff role in the review of the Exelon Corporation/Pepco Holdings, Inc., proposed merger, assisting in the data request process, management of virtual data room, and administrative assistance in testimony preparation on behalf of the Maryland Public Service Commission. 2014 – 2015.
- Support staff role in the review of the Exelon Corporation/Pepco Holdings, Inc., proposed merger, assisting in the data request process, management of virtual data room, and administrative assistance in testimony preparation on behalf of the Delaware Public Service Commission. 2014 – 2015.

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- Support staff role in a focused audit of all major electric and gas utilities in the state of New York assisting in the data request process, management of virtual data rooms, and report preparation. *2014 – 2015.*