

PATRICIA CARAWAY NOWAK

Certified Professional Landman

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EXPERIENCE

Certified Professional Landman - #4872

Beginning in 1982, have provided complete land services including: Mineral, royalty, leasehold and surface title search (metes & bounds, township & range, city lots, Federal Units), heavy curative with in-depth written reports. Extensive runsheet preparation, including complete leasehold. In-house Due Diligence for acquisitions and divestiture of producing properties. Compiled full unit division orders, drafted operating agreements, option and purchase agreements. Wetlands filings with Army Corps of Engineers. Negotiation and acquisition of leases and preparation of all supporting documents. In-house liaison for field projects and management of producing properties.

Landman 101® – Originator, Developer, Presenter

Begun in 2001 this is *the original field landman training school* introducing novice landmen to the principals and processes of land, mineral, and royalty ownership, title search, land descriptions, oil and gas leasing, preparation of leases, bank drafts, reports.

Licensed Real Estate Broker #228951 (includes ROW Agent authorization)

Texas licensed broker, 25+ years. All facets of listing, sales, title orders and closings. Compiled closing statements and conducted closings. Emphasis on residential listings and sales.

Abstractor/Title Examiner

Field abstractor for company writing title insurance. Responsible for field review of title for underwriting standards.

Certified Environmental Site Assessor

Certified from 1992 to 1995 by AAPL to conduct *Phase I Site Assessments* including: historical data for the site, regulatory information, on-site inspection of the subject and adjacent properties, contamination assessment and the compilation of a report detailing all relative data.

Oil Operator

Operation of shallow oil leases in Callahan County, Texas. *Active hands-on operator*. Contracted and supervised geologic and field operations including treatment, work-over and installation of equipment.

Office Manager

Manager of *office and operations* for wholesale refined petroleum products company. Extensive experience with Department of Energy (DOE) regarding allocation of fuels (1973 to 1976).

COMPUTER TECHNOLOGY

Office Suite (*Word, Excel, PowerPoint, Access*) under recent version of Windows OS, *Deed Plotter* and basic *GIS*. Computer experience beginning 1979 including *database design* and *BASIC* programming.

EMPLOYMENT

Independent Professional Landman	1988 - Present
	1982 - 1986
Landman 101® Training Seminars	2001 - Present
Global Title Incorporated, Irving, Texas	1987 - 1988
Independent Oil Operator, Eastland, Texas	1985 - 1986
King Insurance Agency, Ranger, Texas	1980 - 1982
R. J. Caraway - Texaco, Inc. Strawn, Texas	1970 - 1980

EDUCATION AND TRAINING

Tarleton State University, Stephenville, Texas
Dean's List
Texas Secondary School Teaching Certificate
B. A. Political Science, 1970, magna cum laude

Certificates

Midwestern University, Wichita Falls, Texas
Lease Records Administration
Joint Interest Operating Agreement

Permian Basin Graduate Center, Midland, Texas
Natural Gas Contracts
Oil and Gas Investment Evaluation

Ranger Junior College, Ranger, Texas
Basic Surveying

Abilene Christian University, Abilene, Texas
Wellsite Geology Review
Log Interpretation
Reservoir Engineering for the Non-Engineer

Railroad Commission of Texas
Forms and Procedures
Gas Proration
H₂S Safety Procedures

PROFESSIONAL ORGANIZATIONS

American Association of Professional Landmen
East Texas Association of Professional Landmen

REFERENCES AVAILABLE UPON REQUEST