

**TOBI L. KINTZ**  
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North Canton, Ohio 44720  
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## **OIL & GAS EXPERIENCE**

### **EXCO NORTH COAST ENERGY**, Akron, Ohio

#### **Lease Analyst II**

Because of demonstrated proficiency in the lease analyst function, was hired specifically to service undeveloped Marcellus leases in preparation of increased drilling in that formation; was also hired to train the other lease analysts in proper leasing procedures.

- After scheduled tenure at the company was over, was asked to remain for 2 additional months in order to reconcile undeveloped Marcellus acreage in anticipation of an upcoming joint venture.

### **APEX LAND CORPORATION**, North Canton, Ohio

#### **Office Manager / Title-Lease Analyst**

Regular Duties: Reviewed oil and gas leases and title abstracts; mapped client leases; prepared assignments and exhibits; processed client rental payments.

#### Managerial Responsibilities

- I. Prepared client invoices, processed contractor invoices and generated contractor payroll checks
- II. Maintained Quickbook records for accounts payable and accounts receivable
- III. Entrusted to make bank deposits and handle sensitive client information

### **RANGE RESOURCES CORPORATION**, Hartville, Ohio

#### **Senior Lease Analyst**

Reviewed and processed new leases, extensions, and rights-of-way. Entered new leases into Artesia Land System and reconciled monthly rental payments.

- Ensured quality control of lease data entered into the land records system
- Researched and resolved issues concerning depth restrictions on acquisition leases

### **BELDEN & BLAKE CORPORATION**, North Canton, Ohio

#### **Senior Lease Analyst / System Administrator**

Regular duties: Prepared monthly rental payments and related reports. Entered new oil and gas leases and rights-of-way; tracked suspense accounts; performed monthly rental reconciliation. Processed check requests for accounts payable, lease, and right-of way checks; Prepared and distributed 1099 forms.

- In addition to being fully proficient in all lease analyst functions, attained proficiency in the Division Order function

#### Special Projects and Duties

- I. Interfaced with Tobin IBS project managers to resolve software issues.
- II. Interviewed, hired, trained, and supervised ten Manpower temporary contractors for a lease cleanup project in which all Belden & Blake developed and undeveloped acreage was accounted for.
- III. Supervised land department when the regular Land Administrator was absent.
- IV. Trained all regular new hires to the Land Department in company policies and land procedures.
- V. Assisted the Land Administrator with all acquisitions and divestures.

**LOMAK PETROLEUM**, Hartville, Ohio

**Lease Analyst**

Reviewed new oil and gas leases and entered them into the Artesia Land System. Prepared monthly rentals. Mapped and secured management approval for new leases. Approved contractor invoices.

**SOFTWARE EXPERIENCE**

**Land Records Systems**

Tobin Land System  
Artesia Land System  
Peake Land System  
Excalibur Land System

**Accounting**

Intuit Quickbooks  
AS400

**Other**

Microsoft Office  
Lotus Approach  
Internet Explorer  
Doc Vue Imaging System

**EDUCATION AND TRAINING**

**Courthouse Researching Records**

**Intuit Quickbooks Pro**

**Tobin Data Model Concepts**

**Microsoft Access**

**Tobin Lease Data Maintenance**

**Certified Paralegal, American Institute for Paralegal Studies**

**Oil & Gas Lease Payments and Administration**

**Drafting Certification, Belmont-Harrison County Joint Vocational School**

**OTHER QUALIFICATIONS**

**Notary Public**

Stark County, Ohio

**REFERENCES**

Mr. Mark Van Tyne

Owner, AB Resources, LLC

Former Vice President and Land Manager of Belden & Blake Corporation

Home address: 3623 Blackburn Road N.W.

Canton, Ohio 44718

330.493.3506

Ms. Angela J. Howard, retired Land Administration Manager, Exco North Coast Energy

Home address: 308 Sea Gull Lane S.E.

New Philadelphia, Ohio 44663

330.705.5379

Mrs. Trisha L. Hennessey, GIS Supervisor, Range Resources

Home Address: 3212 Trump Avenue S.E.

Canton, Ohio 44707

330.309.3055