

STEFANIE P. HINES, JD, CPLTA
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EXPERIENCE

TEACHING ASSISTANT PROFESSOR · WEST VIRGINIA UNIVERSITY · APRIL 2017- CURRENT

- Teaching the following courses: ENLM 300: Ethics and Negotiations for the Energy Land Manager; ENLM 450: Capstone Course/ Strategic Planning; ENLM 250: Non-Technical Risks; ENLM 493B: Advanced Title and Heirships; and ENLM 491: Professional Field Experience; Development of Right of Way and Water Disposal courses
- Speaker at the following: National Affinity Leadership Conference, Topic: Diversity and Inclusion at the employee level/how to engage upper management; Appalachian Land Institute: WV Mineral Royalty and Severance Interpretation; and National Association of Lease and Title Analysts Annual meeting: Customer Relations 101; Pugh Clauses; WV and SWPA Genealogical Research; GABALTA: Lease Payments and Obligations
- Student advising and mentorship
- Industry engagement
- Advising Energy Land Management Student Association
- WINR Steering Committee/founding committee

LAND SUPERVISOR/LANDMAN · EQT · DECEMBER 2016- APRIL 2017

- Leadership of Lease and Title Onboarding Group
- Review of New Leases, Modifications, and Certified title
- Payment Approval
- Lease Approval
- Due Diligence
- Title clearing recommendations
- Supervision of 10 direct reports

SUPERVISOR, LAND ADMINISTRATION · EQT · FEBRUARY 2015- DECEMBER 2016

- Supervision and Leadership of the Pennsylvania, Ohio, and Kentucky lease and land records group
- Implementation of cross-training
- Interpretation of legal documents, statutes, leases, contracts, and other documents
- Project Management for enhanced record keeping and security
- Remediation of Audit Findings
- Drafting of SOX controls
- Metrics and analytics
- Drafting and implementation of process improvements
- Work with government affairs group to activate voters within our operating area
- Establish department objectives and goals
- Individual team member review and goal setting
- Review all associate team members work and data
- Identification and assessment of major projects

MANAGER, LAND ADMINISTRATION • MUREX PETROLEUM • MAR 2014-FEBRUARY 2015

- Supervision and Leadership of GIS, Division Orders and Lease Records
- Manager of Pipeline ROW Leasing and Mapping
- 8 Direct Reports
- Diversity and Inclusion Recruiting
- Increased non-operated revenue from \$2mil to \$12mil
- Report directly to Vice President of Land and Marketing
- Mentoring and development
- Establish department objectives and goals
- Individual team member review and goal setting
- Review all associate team members work and data
- Identification and assessment of major projects
- Identification, process mapping and writing of critical processes for land, land administration and accounting, creation of process manual
- Work with Accounting, Revenue, and Finance
- Audited Revenue Decks, JIB decks, and Lease Records
- Management of all lease records, contracts and minerals
- Areas worked North Dakota

TEAM LEAD, APPALACHIAN BUSINESS UNIT • NOBLE ENERGY • JUNE 2012-MARCH 2014

- Team Lead for Appalachia
- Supervision/Leadership of 7 in-house team members
- Team completed the entry of more than 10000 leases in 1 year
- Supervision and hiring of field brokers
- Travel Rotation
- Due Diligence, Summary of Title and Title Curing
- Review and preparation of MSAs
- Creation and implementation of new improved procedures and processes
- Created, implemented and designed the Event Planning Team for team building and departmental affinity building exercises and activities
- Mentored and Trained Team Members
- Streamlined the Field information into the Land Administration Department
- Clean up and completion of major projects
- Various Acquisition and Divestiture Projects
- Created, Maintained, and Organized Interdepartmental and Multi-Department Spreadsheets
- Highly experienced in overlapping acreage; complicated mineral ownership interests and understanding complicated mineral tracts.
- Upkeep and Maintenance of leases, contracts and spreadsheets
- Proficient in Quorum, Excel, Microsoft Office, various research websites and programs, and more

LANDMAN • DEROW ENTERPRISES/CHESAPEAKE ENERGY • FEBRUARY 2011-MAY 2012

- Leadership, management, training of 50+ contractors
- Purchase of Delinquent Tax Property and assessment of such property
- Provided recommendations on leasing, purchases and acquisitions of mineral interests.
- Negotiation of leases and contracts.
- Drafting of Leases and Contracts.
- Provided onsite training and field training to Landmen and Title Abstractors.
- Developed new process for employee evaluation which resulted in marked performance improvements.
- Monitored multiple databases to keep track of all leasing and title activity. Successfully led key projects which resulted in increased title work, faster turnaround for due diligence and curative title work and more efficient file management.
- Researched and updated all required materials needed for due diligence and well site curative title.

- Performed initial Unit assessment and analysis to begin research process working closely with GIS analysts by analyzing leases already held by production.
- Reviewed and provided comments on the adequacy of documents and took necessary steps to cure any deficiencies.

LANDMAN • INDEPENDENT • AUGUST 2003-FEBRUARY 2011

- Searched public records and examine titles to determine legal condition of property title.
- Researching Right-of- Way
- Leasing
- Searched out titles to determine if title deed is correct.
- Researched mineral interests and rights.
- Prepared certified title reports for the purpose of leasing mineral rights.
- Prepared title reports for drill sites and coal seams
- Prepared affidavits of heirships by researching heirs and ascertaining ownership.
- Recorded leases and other documents.
- Curative title and due diligence work

JURIS DOCTOR • MAY 2010 • WEST VIRGINIA UNIVERSITY COLLEGE OF LAW

President's Service Award 200+ hours of community service

Clinical Law

Innocence Project Attorney

President Republican Law Caucus

BACHELOR OF ARTS- PHILOSOPHY • AUGUST 2007 • WEST VIRGINIA UNIVERSITY

President and Founder of WVU Philosophy Club

VOLUNTEER EXPERIENCE OR LEADERSHIP

ASPIRE MENTOR

VICE PRESIDENT Multi-Ethnic Employee Resource Group

CPLTA certified