

## Michael T. Matsko

204 Sacra Via St. Marietta, Ohio 45750

Phone: (636) 734-2008 Email: [mikematsko@gmail.com](mailto:mikematsko@gmail.com)

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To Whom it May Concern,

I am submitting my information to be considered for the Title Examiner/Abstractor positions advertised on Indeed.com. I have advanced skill in title research that is required for these positions including excellent attention to detail, accuracy, and the ability to clearly communicate my thoughts both written and verbally. I am relentless, there is not a problem I cannot find the answer.

My skills that pertain directly to the Title Examiner/Abstractor positions garnered from my three years of experience include:

- Researching and analyzing title abstracts and searches including all conveyances of record for oil and gas companies in Ohio and West Virginia.
- Composing accurate, detailed reports and submitting them on time.
- Computing advanced calculations for interests in oil, gas and mineral ownership, leasehold ownership, and surface ownership.

Title research is something I enjoy and have developed an expertise in. I like to put the pieces of a file together and look forward to submitting a finished product. It gives me a great feeling of accomplishment.

Thank you for your consideration. Please feel free to contact me anytime at (636) 734-2008 or [mikematsko@gmail.com](mailto:mikematsko@gmail.com)

Sincerely,

Michael Matsko

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## Objective

I am a highly motivated individual who works hard to exceed professional and personal expectations.

## Education

*University of Missouri*

**Awarded December 2009**

Bachelor of Science, Business Administration with an emphasis in Finance

## Professional Experience

**Title Abstractor/Landman - Independent Contractor** (*January 2012 to Present*)

Enexco, LLC

- Title Research in Noble & Washington County, OH (February 2013 to Present)
- Title Research in Greene, Sullivan & Vigo County, IN (August - February 2012)
- Title Research in Wetzel County, WV (April - August 2012)
- Title Research in Monongalia County, WV (January - April 2012)

## Skills

- Certified Title Research and Lease Take-off Title Research for Oil, Gas and Mineral Ownership, Surface ownership, Leasehold Ownership, including Encumbrances and Liens.
- Research also includes all Conveyances of Record, Leases and Assignments, Rights of Way, Easements, Pipelines, Mortgages, Judgments, Probates, Estates and Heirships.
- Also Experienced in Plotting Metes and Bounds, Calculating Working Interests, Overriding Royalty Interests and Net Revenue Interests in Leaseholds and in Oil and Gas Wells.

## Licenses/Professional Associations

- Certified Notary Public for the State of Ohio
- American Association of Professional Landmen

## Additional Experience

Sales, Guitar Center, Scottsdale AZ, June 2011 - January 2012

Bartender, Cien Agaves, Scottsdale, AZ, January 2011 - January 2012.

Intern, College Works Painting, St. Louis, MO, Summer 2010

Server, Outback Steak House, St. Charles, MO, January 2005 - January 2011

Server, 54th St. Grill & Bar, Wentzville, MO, November 2007 - February 2009

Student Coach, University of Missouri Football, Fall 2005

Intern, UBS Financial, Scottsdale, AZ Summer 2005

Student Athlete, University of Missouri Football, Columbia, MO, 2003 - 2005

First Mate, Tibbels Marina & Charter Service, Marblehead, OH, Summer 2003

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### Professional References

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