

Karin Madison

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SUMMARY OF QUALIFICATIONS

- Motivated, responsible, self-starter, and diligent
- Thorough knowledge of mineral and surface title
- Thorough understanding of leases, leasehold interests, royalty interests, division orders, county records, county courthouse records, state archives, and BLM records system
- Strong people skills and experience working with mineral owners, land owners, working interest partners, project managers.
- Experience managing international staff and leading multicultural teams
- Detail-oriented and highly organized
- Experience training and leading abstracting teams using modern digital techniques
- Team-player who works well within team atmosphere

RELEVANT PROFESSIONAL EXPERIENCE

CIMMARON RESOURCES, Inc., Denver
Landman/Title Analyst

July 2010 – March 2015

- Determine both surface and sub-surface (mineral) estate ownership, including review and analysis of title documents.
- Collaborate with in-house counsel to cure a wide variety of title defects.
- Determine leasehold interests including working interest, royalty interests, overriding royalty interests.
- Lease analysis and leasehold interest analysis for due diligence projects overseeing and validating the purchase or assignment of large leasehold interests.
- Negotiate acquisition of mineral interests and various leasehold interests directly with owners.
- In-the-field experience running title, assisting team members with lease take-offs, and negotiation.
- Modify and improve imaging system in order to digitally transmit legal documents of public record from county courthouses to home office or landmen in larger urban areas for analysis.
- Train and manage abstracting team in photography, scanning, organization and digital transference techniques. Manage and maintain flow of information during projects.

ACADEMY of ART UNIVERSITY, San Francisco & Thailand

Jan 2009 – Dec 2009

www.academyart.edu – Art & Design School in San Francisco with nearly 16,000 students

Director of International Outreach (Sales, Staff Management, Student Recruitment)

- Implement marketing strategies in 6 different Asian countries, culturally relevant to each target market/country.
- Plan and execute biannual sales presentation meetings in 4 countries – China, Korea, Taiwan, and Thailand.
- Research and attend international trade shows and design expos to use for recruitment and marketing of the university. I sourced the booth design, contracts, staff, translators, and arranged promotion for each event.
- Oversaw 6 direct employees in 6 Asian countries including hiring, training, motivating, and evaluating performance of team members. Sales by Asian staff increased 130 % in four countries during my management.
- Create, manage and increase relationships with nearly 100 international education agencies as a source of student outreach.

The INDOCHINA MEDIA MEMORIAL FOUNDATION

Jan 2006 – Dec 2008

www.immf.or.th – Non-profit foundation supporting journalism training in Mekong Region

Project Director

- Plan and execute two, 4-week training courses and two, 2-week courses including finding professional trainers and editors; visiting various government and NGO field projects on each course theme; working with admin staff to arrange accommodation, classrooms, computer labs, in-country transportation, international travel, field trips and parties.
- Fund-raised approx. 900,000 US Dollars over a period of three years for ongoing journalism training programs of the IMMF.
- Promote the IMMF and its regional activities including post-course publicity and assisting alumni to find fellowships and other scholarships in journalism.
- Build relationships with local and regional non-profit groups for cooperation on various training projects as well as liaising with government officers for visits and guest speakers.
- Donor relations and reporting; includes liaising with high-level government officials, including ambassadors.
- Responsible for all daily activities of running the office including hiring and managing 3 staff, accounting services, tax reporting, service providers and the like.

PARTNERS RELIEF AND DEVELOPMENT, Chiang Mai, Thailand

May 2002 – July 2004

www.partnersworld.org – Non-Profit Development Organization working with Burmese refugees

Media/Communications Coordinator

- Created a consistent design, feel and message to all promotional and advocacy materials, and conference displays used for informing donors and the general public about Partners' goals and projects. Objectives included bringing the issues of refugees and forced migration into the average North American home.
- Managed, designed, and contracted contributors and photographers for the quarterly magazine of Partners —responsible for every step of the process for desktop publishing, from the local offset printing to the international distribution of the magazine.
- Managed and edited the website of Partners including sources images and writing text.
- Organized and executed the annual staff conference for Partners which often included international board members, and speakers from abroad.

MEDIA/PUBLICATIONS CONSULTANT, Chiang Mai, Thailand

May 2000 – Jan 2006

Self-employed PR Consultant for profit and non-profit organizations throughout Asia.

- Consulted for the United Nations on the International AIDS Conference 2004, Bangkok for internet, e-forum, and list-serve promotion of the new "Leadership Program".
- Co-authored and edited press releases for World Wide Web and print articles for *Update*, the magazine of IATEC (International Antiviral Therapy Evaluation Center, Amsterdam).
- Created design for various publications of the HelpAge International Asia-Pacific RDC including a two-year campaign, "Using Mass and Alternative Media for Mainstreaming Ageing in Asia". Publications also included a brochure targeted at television producers, video and development manuals aimed at NGOs, and a Participation Training Resource Kit.
- Created and consulted on a variety of other promotional materials for the HelpAge International Asia-Pacific RDC such as brochures, and international-standard reports.
- Redesigned and implemented changes to the HAI Asia-Pacific RDC's website, creating a stronger, unified presence online. Redesigned and upgraded a large variety of websites for both advocacy groups and regional businesses.
- Web design consultant: liaised between Thai designers and western clients, assisting businesses to create a strong web presence which represented their company's goals.

HELPAGE INTERNATIONAL REGIONAL DEVELOPMENT CENTRE, Chiang Mai, Thailand

Program Unit Assistant

Oct 1999 – May 2000

- Organized and obtained visas, applications, and other foreign government requirements for visiting partners and doctors to attend international conferences hosted by HAI RDC (most visitor were from the South East Asia Region).
- Organized hotel arrangements, transportation, budgets and personal requirements for visiting international partners for conferences and workshops conducted by HAI RDC.
- Created Microsoft Power Point presentations for the Regional Program Manager and the Regional Representative for a variety of speeches, including UN conferences.
- Edited and finalized reports from HAI partners and contributors, which were used in various international publications of HelpAge International.

PIONEER LANGUAGE SCHOOL, Fujinomiya, Japan

English Teacher and Head Teacher

July 1997 – August 1999

- Taught advanced level and technical language classes to businessmen from Fuji Film Corp., and Terumo Company. Classes included cultural training for the businessmen traveling abroad and learning to work with non-Japanese co-workers. Lessons were conducted in English supplemented with Japanese to cement difficult ideas and cultural differences.
- Acted as the Head Teacher for other international staff which included liaising between the Japanese management and the teaching staff, preparing training sessions for new teaching skills and conducting the weekly teachers' meeting.

KANEMATSU PERSONNEL SERVICE, Tokyo, Japan

English Editor and Teacher

Nov 1996 – June 1997

- Edited scientific reports for international publication from research and development laboratories for various Japanese oil companies.
- Planned and executed conversational English lessons for Kanematsu Semiconductor Co., Nippon Office Systems, Delphi and other Tokyo businesses.

ADDITIONAL SKILLS

Computer Skills: High proficiency in PC and Mac. All Microsoft Office Programs including Word, Excel, Powerpoint, most database software, FTP software, most online county records programs, and Sales Force.

Desktop Publishing & Written Communication: Ownership Reports, Field Reports, Assessment of Curative Needs, Press Releases, Information Brochures, Advocacy Kits, Best Practice Manuals, Annual Reports.

Languages: English – native-speaker
Japanese – conversational
Thai – basic conversational

DEGREES

MOODY BIBLE COLLEGE, Chicago, Illinois (fully accredited private college)

B.A. in International Studies 1995.