

# J. Lelan Callaway

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*Resume / Curricula Vitae*

Amarillo, Texas

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## Summary of Work Experiences

Extensive international oil and gas accounting, administrative and business experience including eleven years working in foreign locations. Early part of career with Amoco focused on accounting with the later part in various business services supervisory and management positions both Foreign (London, Manila, Bangkok, Sharjah, Tunis, and Baku) and US based (Chicago and Houston). Foreign experience has enabled the development of the skills and ability to quickly identify the issues and assess their impact related to opening an office and doing business in various parts of the world. Experiences in the Chicago corporate office and the Houston regional office ensured continued awareness of current trends and practices affecting international business. All assignments have increasingly developed cross-cultural people, communication, business, and management skills.

Reconnaissance and office opening coordination in Accra, Antananarivo, Bogota, Broome, Bucharest, Caracas, Copenhagen, Dar Es Salaam, Doha, Krakow, Lagos, Mogadishu, Mombasa, Nairobi, Perth, Pointe Noire, Ras al Khaimah, Sanaa, Sfax, Tbilisi, Tunis, Warsaw, and Yangon.

Skills with Microsoft Word, Excel, Access, Power Point, and other software programs enable effective use of personal computers as a routine part of personal toolbox.

## Education

B.B.A. in Accounting - May 31, 1969, Texas Tech University, Lubbock, Texas.

Attended over 800 hours of classes and seminars during employment with Amoco.

## Personal

United States Citizen born in Stillwater, Oklahoma

Speak Thai.

## Detailed Work History and Assignments

1997 - 2005

Project Consultant  
Katy, Texas

### Projects include:

**Iglesia Sobre la Roca, Katy** (Church on the Rock Katy) (2003) - planning for property development and construction of a family life center.

**Katy Christian Ministries** (2001-2005) - consultant and business coach during leadership transition and technical consultant on computing and other issues.

**Westland Baptist Church** (2000-2001) - onsite coordination during property development and construction of a 35,000 sq ft worship / educational building.

**The Fellowship at Cinco Ranch** (2001) - planning for property development and construction of office building.

**St Paul's Episcopal Church** (2001) - planning for property development and construction of a family life center.

**Katy Christian Ministries** (1999-2000) - planning for property development and construction of office building.

**CrossPoint Lutheran Church** (1999-2000) - onsite coordination during property development and construction of a 39,000 sq ft school / worship center building.

**Westland Baptist Church** (1997-1998) - project was to acquire property for new church facilities. Started with feasibility study and due diligence work prior to the purchase of 40 acres continued through the purchase and basic development which included construction of water, sanitary sewer, storm drainage and a road. Also included in this project was the sale of several acres which significantly reduced the cost to WBC of their acreage and provided some funding for their building program.

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## June 1969 through January 1997 with Amoco

Nov 1995 - Dec 1996  
Manager Project Services

**Azerbaijan International Operating Company (AIOC).** Seconded by Amoco to AIOC the at its office in Baku, Azerbaijan and charged with managing support services to both the Onshore (\$365MM) and Offshore (\$120MM) projects groups to achieve the Early Oil target on schedule. The Manager, Project Services worked closely with other Project Team members as well as various groups within the AIOC and Contractor organizations. Specific responsibilities of the department include:

- support projects team activities by providing and/or facilitating required services or support
- prepare budgets, ensure proper and timely payments to contractor and vendors, and prepare management cost reports (CMARS, JobProms)
- compilation of budget and costs
- materials and equipment purchases, movement, logistics, and control
- prepare and administer contracts and procurement
- prepare and maintain project plans and schedules (IPMS, Primavera, etc.)
- project reporting, internal and external
- receive, maintain, and control documentation (correspondence, drawings, etc.)
- prepare and distribute internal and external reports
- interface with AIOC service and support groups (i.e. infrastructure, administration, finance & control, contracts & procurement, HR, materials/transport/logistics, security, etc.)
- coordinate with contractors, vendors, and suppliers
- support efforts to obtain necessary licenses, permits and other approvals
- manpower planning for the Project Services group and compilation of Project's statistics
- update and maintain delegation of authority for projects department

Oct 1994 - Nov 1995  
Manager, Worldwide  
Business Support

**Amoco Business Services, Houston, Texas.**

Primary roles and accountabilities of this department were to provide customer oriented support to and for Houston based management and staff of the International Operations Group, Amoco Eurasia, the Worldwide Exploration Business Group, Amoco Power Resources Corp, and other international customers and the Foreign based management and staff of these business groups in the following general categories.

- Support of worldwide operations, including reconnaissance, opening, closing, and continuing support of international offices.
- Provide oversight for representative offices.
- Provide business advice to support sound management decisions.
- Provide guidance on application of operating and personnel policies.
- Support for preparation of operational and Annual Performance Plans (budgets) and regular monitoring of actual costs compared to these plans.
- Geological & Geophysical projects coordination.
- Development of international business analysts
- Office services coordination.
- Coordination with other shared services suppliers.

Sep 1993 - Sep 1994  
Manager, Business  
Services

**Planning and Administration Department,**

**Worldwide Exploration Business Group (WEBG), Houston, Texas.**

The roles and accountabilities of the Business Services Organization were to provide customer oriented support to and for Houston based management and staff of the three exploration areas, operations, exploration and production new ventures, and the Foreign based management and staff. The areas of support include, business advice to support sound management decisions, guidance on application of operating and personnel policies, bids and contracts administration, coordination of the Annual Performance Plans (budgets) and financial matters, G & G projects coordination, materials and logistics coordination, opening, closing, and continuing support of Foreign offices, personnel development, including training and support to the collocated strategic staffing managers for the geoscientists, and office services coordination.

Apr 1991 - Sep 1993  
Administrative Manager --  
International Exploration

May 1989 - Apr 1991  
Regional Administrative  
Manager (A&ME Region)

**Africa and Middle East Region (A&ME), Houston, Texas.**

Responsible to guide and advise departmental and subsidiary personnel on administrative matters. Develop and implement administrative, logistic, and warehousing procedures. Coordinate the flow of communications with staff departments and Foreign locations. Recruit and train administrative staff and plan and recommend staffing changes. Prepare

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	departmental expense budget and monitor costs. Serve as secretary of the regional operating committee. Made regular administrative review trips to all active A&ME Region Foreign locations and assisted with opening new offices and closing operations in countries when we pulled out.
Dec 1985 - May 1989 Administrative Coordinator A&ME Region	<b>Africa and Middle East Region (A&amp;ME)</b> , Amoco Production Company, Houston, Texas. Responsible for administrative support to the Production, Exploration, Negotiations, Administrative and Economics, and Human Resources Departments and to A&ME Foreign subsidiaries. Coordinated all contract preparations, personnel planning and transfers, distribution of all mail within the A&ME Region, and maintenance of the A&ME Region UREN files. Made regular administrative review trips to all active A&ME Region Foreign locations and assisted with opening new offices and closing operations in countries when we pulled out.
Oct 1982 - Dec 1985 Administrative Manager	<b>Amoco Tunisia Oil Company</b> , Tunis, Tunisia .Responsible for all administrative, accounting, financial, materials, logistics and personnel matters related to seismic and exploratory drilling programs in Tunisia.
Mar 1981 - Oct 1982 Administrative Supervisor	<b>Amoco Sharjah Oil Company</b> , Sharjah, U.A.E. Responsible for all administrative, contracts, materials, logistics, and personnel matters related to the construction of the seventy-five million dollar Sharjah Gas Plant and associated pipelines and storage facilities. Also developed and implemented the Amoco Cost Report System (ACRS) for use on a Digital (DEC) mini-computer. This assignment was handled with only secretarial and contract labor assistance since the project was expected to be of short duration and the simultaneous development of the cost records system made it impractical to involve inexperienced personnel.
Mar 1980 - Mar 1981 Administrative Supervisor	<b>International Construction Division</b> of Amoco International Oil Company, Houston, Texas. Responsible for all administrative matters of the International Construction Division and supervised the administrative, clerical and secretarial staff.
Jun 1978 - Mar 1980 Administrative Supervisor	<b>Production Department</b> , Amoco International Oil Company, Chicago, Illinois. Supervised the administrative, clerical and secretarial staff of the Production Department, prepared departmental and Amoco Drilling Services budgets, coordinated personnel transfers and reassignments between AIOC and Amoco Production Company.
Aug 1975 - Jun 1978 Accounting Supervisor	<b>Amoco Thailand Petroleum Company</b> , Bangkok, Thailand. Responsible for all accounting and financial matters and assisted with administrative, logistical, and personnel matters during offshore exploratory drilling operations in the Gulf of Thailand.
Mar 1975 - Jul 1975 Accounting Supervisor	<b>Amoco Philippines Petroleum Company</b> , Manila, Philippines. Responsible for all accounting, financial, administrative, logistical, and personnel matters for the offshore (Palawan Island) drilling operations. Due to the short duration of the operations (one well) all of these functions were handled with only secretarial and contract labor assistance.
May 1974 - Mar 1975 Staff Accountant	<b>Amoco (U.K.) Exploration Company</b> , London, United Kingdom. On the job experience in maintaining dual currency accounting records and accounting for joint operations. Served as vacation relief for the Chief Accountant of Amoco Norway during December, 1974.
Jun 1969 - Apr 1974 Staff Accountant Accountant Intermediate Accountant Junior Accountant	<b>Controllers Department,</b> <b>Amoco International Oil Company (AIOC)</b> , Chicago, Illinois On the job experience in general accounting, financial reports, financial analysis and budgeting. During this period AIOC was a vertically integrated international oil company and had responsibilities for Amoco's international Exploration, Production, Supply / Transportation, Manufacturing, and Marketing operations. AIOC owned several super tankers, had interest in refineries in Australia, India, Italy, Singapore, and the UK, and had service stations in Australia, Germany, Italy, and the UK.

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## Prior to June 1969

Sep 1966 - May 1969  
Customer Service Representative  
Joined the **Baker Company** (Office Supplier) in Amarillo, Texas as a part-time 3M copy machine customer service representative while attending Amarillo Junior College. Stayed with the same firm when I transferred to Texas Tech in 1967.

Aug 1962 - Sep 1966  
Aviation Electronics Technician Petty Officer Second Class (E-5)  
Joined the **United States Navy** and served four years in San Diego, California and Memphis, Tennessee. During the last year served as Electronic Warfare Laboratory Maintenance Supervisor. Primary duty during three years in San Diego was to instruct officers and enlisted men in the use of electronic counter measure equipment on navy aircraft.

## Outside Activities and Interests

Interests include handyman projects, computers, travel, and church related activities.

Board Member of People Matter Ministries	2007 - present
Board Member and Secretary / Treasurer of the Eagle Tree Homeowners Association Inc	2006 - present
L.C. Orrick Outreach, Inc (KQLC-LP Christian Radio 107.9 FM) - Vice-President and Trustee	2003 - 2006
Board Member and Secretary of the Indian Oaks Civic Association	2003 - 2005
Volunteer Leadership Team for Promise Keeper's Houston Event	1998 & 2001
Men's Ministry Coordinating Council of Kingsland Baptist Church	1995 & 1997 - 2004
Board Member of Living Waters International	Sep, 1991 - Nov, 1995
Deacon, New Covenant Church West Houston, Katy, Texas.	Mar, 1989 - Sep, 1989
Member and President, Board of Governors, American Cooperative School of Tunis	May, 1984 - Dec, 1985
Member and Treasurer, Board of Governors, American Cooperative School of Tunis	Apr, 1983 - May, 1984
Member and Treasurer, Church Council, Saint George's Church of Tunis	Jan, 1983 - Dec, 1985
Zone Leader (Glen Ellyn) for Calvary Temple in Naperville, Illinois	1978 - 1980
Served on the steering committee of the Bangkok (Thailand) Christian Charismatic Group	1976 - 1978
Member of the American Chamber of Commerce in Bangkok, Thailand	1976 - 1978
Deacon & Elder, First Christian Church of Glen Ellyn, Illinois	1969 - 1973