

**CINDY KAUFMAN**

403.700.2182 | cindymkaufman@gmail.com

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March 16, 2023

**Re: Surface Land Administrator/Analyst**

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I am available for contract/consulting, part-time or full-time positions in surface land. My resume is attached for review.

I will be required to provide 2 weeks' notice to leave my current full-time position.

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**SKILLS, ABILITIES AND ATTRIBUTES**

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- CS Explorer, QBLM, AbaData experience
- 14 years' AB/SK surface land experience
- AB/SK land titles experience (ISC/Spin/ETS)
- Effective team player
- Proven time management
- Highly organized & detail-oriented
- Clear and effectual communicator
- Critical thinker
- MS Office Proficiency
- Punctual and professional

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**EDUCATION**

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- Hospital Unit Clerk (Bow Valley College) May 2019
- Petroleum Land Administration Certificate (SAIT) June 2005

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**PROFESSIONAL WORK EXPERIENCE**

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**May 2019 to Current – Alberta Health Services**

**Foothills Medical Centre and Alberta Children's Hospital**

**Inpatient Surgical Unit Clerk, Surgical Admin Support (Cardiac, Urology & Ophthalmology)**

- Patient care management for >600 active patients within a surgery/clinic practice
- Surgical wait list and new referral management within hospital databases
- Physician/surgeon schedule management – clinical and surgical dates
- Physician billings
- Patient care coordination, including arrangement of tests and transportation
- Coordination of Operating Room bookings with patients and various teams within the hospital

**October 2016 to July 2018 ~ Teine Energy Ltd.**

**Senior Surface Land Analyst – Viking Oil, Dodsland (SK); Heavy Oil, (SK), Duvernay (AB)**

- Worked directly with land brokers regarding acquisition of required documents for new projects
- Managed the company's reclamation program from a surface land perspective
- Addressed issues and concerns of surface landowners and other stakeholders as received
- Reviewed and cleaned up files from acquisitions to ensure accuracy and completeness
- Input new acquisition packages and maintained existing files within CS Explorer
- Coded and approved invoices for payment in Powervision/Cortex
- Tracked and updated reclamation projects and spills in Petrosight
- With Team Lead, developed and wrote new and update existing department processes
- Provided coverage for Junior Admin with issuance of third-party consents and road use agreements
- Completed searches, registrations, amendments and discharges using ISC's OLS system

**September 2010 to January 2016 ~ Long Run Exploration Ltd. (formerly WestFire Energy Ltd.)**

**Surface Land Analyst – Redwater, Pine Creek/Edson, Provost, Kaybob, Boyer (AB)**

**Surface Land Analyst – Plato, Plenty, Dodsland (SK) & Lloydminster (AB) prior to sale of assets**

- Worked directly with land brokers regarding the acquisition of all required surface documents
- Reviewed and prepared broker packages for Area Coordinator audit
- Created field and construction packages
- Addressed issues and concerns of surface landowners and other stakeholders as received
- Ensured execution of documents and payments made in accordance with Operations timeline
- Assisted the Area Coordinators to ensure that acquisitions proceed in a timely manner
- Input new acquisition packages and maintained surface files in CS Explorer
- Worked with brokers and surveyors to coordinate AER LTD & No Entry Cancellation applications
- Applied for Site Entries, No Entry Cancellations and Long-Term Dispositions on EDS
- Provided mentorship to less experienced staff

**October 2007 to August 2010 ~ Suncor Energy Inc. (formerly Petro-Canada)**

**Surface Land Analyst – Northern Foothills (AB) and Medicine Hat Shallow Gas (AB)**

- Coordinated acquisition projects with internal and external stakeholders
- Prepared surface rights acquisition documents when broker services were not retained
- Completed consultation and record keeping on all projects
- Addressed issues and concerns of surface landowners
- Ensured timely document execution and payments to lessors
- Ensured registration of caveats and/or utility rights of way in order to protect interests
- Completed initial setup and maintenance of Alberta surface files using QBLM land system
- Generated rent review letters and made required retroactive payments
- Prepared surface land information for ERCB audits when required
- Issued third-party consents (including road use) using SLIM
- Processed audit requests/queries received from Accounting and Property Analysts
- Participated in process improvement initiatives
- Provided mentorship to less experienced staff

**February 2006 to October 2007 ~ Husky Oil Operations Limited**

**Surface Land Analyst – Southern Saskatchewan**

- Worked closely with the area landman to maintain departmental cycle times
- Handled correspondence, communication and payments to landowners and occupants
- Reviewed new survey plans and prepared Clearance to License Forms as appropriate
- Communicated with drilling/completions and field staff regarding active and on hold projects
- Worked closely with field staff and land brokers to ensure timely acquisition of lands
- Processed invoices for payment using SAP
- Entered new project files and maintained existing files within CS Explorer
- Processed landowner changes, rental reviews, assignments, etc.
- Worked directly with Sask Ag and Food and PFRA regarding Crown leases and easements
- Searched freehold titles and registered interests using ISC's OLS system

**December 2004 to February 2006 ~ Pioneer Land and Environmental Services**

**Surface Land Administrator (Alberta)**

- Preparation of surface acquisition documents for various clients with Alberta assets