

Teresa Hargreaves, P.Land, PSL

Project Coordinator/Senior Surface Administrator/Contract/Mineral Administrator

Full-time employment (will be considered if it is the right opportunity for both parties)

Full-time consulting

Part-time consulting

Please note that I possess over twenty (20) years' experience within the oil and gas industry with specialization in surface administration, coordination and project management. I have earned my professional accreditations from the Canadian Petroleum Landman Association (CAPL) and have maintained a proven track record to meet corporate needs and deadlines. Previous team mates describe me as a high performer, energetic, self-motivated, organized, and respected. Also, throughout my previous assignments and employment, I have ensured clients'/company confidentiality and used great attention to detail.

As a consultant managing my own business, I have been responsible for supervising, hiring, mentoring etc., various personnel for specific clients and projects, to ensure that all parties involved receive quality personnel and skills associated with the positions.

Moreover, I have worked in various capacities which include: Minerals, Contracts, Surface, Acquisitions and Dispositions, Negotiations and preparing all associated paperwork for related deals and I have a comprehensive understanding of the ERCB directives and Petroleum Land Contracts.

If you require a copy of my resume, or wish to discuss future opportunities, trusting you will find my related education and employment background to be an asset to your team. I look forward to meeting with you in the near future. If you have any questions, please feel free to contact me at (403) 660-1720, or email at theworkscorp@gmail.com.

Thank you for your time and consideration regarding this matter.