

# **Kimberly Jane Graves**

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## **Education:**

### **Bachelor of Commerce, Petroleum Land Management** **2006 - 2008**

Haskayne School of Business, University of Calgary

- Obtained degree
- Cumulative GPA 3.52 / 4.0
- CAPL Member since 2006
- Received AAPL Scholarship in 2007
- Committee member of MINUS

### **Bachelor of Commerce, Transfer Student** **2005 - 2006**

Red Deer College

- GPA 3.72 / 4.0
- Received the Louise McKinney Scholarship for academic achievement

### **Bachelor of Commerce, Transfer Student** **2004 - 2005**

Mount Royal College, Calgary

- GPA 3.72 / 4.0
- Received the Jason Lang Scholarship for academic achievement

## **Work Experience:**

### **Contracts / A&D Land Summer Student** **2008**

TAQA North

- Proficient with CS Explorer, Landman, Accumap, and Enerlink
- Amalgamated common files
- Processed Notice of Assignments
- Documented Chain of Titles
- Input leases into our Land Tenure System
- Cleaned up files / contacted other companies to confirm documentation

### **Weed Inspector** **Summers 2004 - 2007**

Lacombe County

- Carried out the Alberta Weed Control Act for both public and private land
- Became familiar with both plant identification and biology
- Conducted face to face, over the phone, and written communication with clients (farmers, oil companies, acreage owners, developers, etc.)
- Input data electronically for future use. Fluent with Microsoft Office and ArcView mapping software
- Organized, motivated, and met countless deadlines as I went about my daily activities unsupervised.

**Fitness Trainer****June 2003 – September 2003**

Curves for Women (Blackfalds, AB)

- Implemented training course for new employees
- Recruited new members over the phone
- Instructed on proper use of the fitness machines

**Worker / Supervisor****November 2001 – April 2003 (part-time)**

Zesto's Subs and Wraps (Blackfalds, AB)

- Trained eight new employees
- Dealt with customers on a regular basis
- Became very familiar with cash registers and cashing out at night

**Volunteer History:****Memberships****2006- Present**

- Petroleum Landman Undergraduate Society (PLUS)
- Canadian Association of Petroleum Landman (CAPL)
- American Association of Petroleum Landman (AAPL)

**Interests:**

- **Traveling** – Explored many countries including Italy, Greece, Croatia, United Arab Empire, Thailand, Laos, Australia, Fiji, New Zealand, Mexico, Dominican Republic, Cuba, and United States.
- **Farm Life** – Grew up on a farm outside Lacombe, AB. Involved in the Blindman Valley 4-H Beef Club. Served as the president, vice-president, treasurer, secretary, and reporter/photographer of the club during my seven year membership.
- **Sports** – Involved in many school sports including volleyball, basketball, and badminton. Served as captain of many of these teams. I am currently playing recreational volleyball as well. I also enjoy riding my bike, working out, hiking, golfing, horse-back riding, and playing beach volleyball in the summers.
- **Food** – Cooking and baking all sorts of goodies is a hobby of mine. I enjoy trying new things and experiencing different foods from different cultures.
- **Music** – As a youngster, I played piano for 6 years. I have kept it up and still enjoy playing as often as I can.