

# Austin Brady

---

1216 Sun Harbour Green SE Calgary, Alberta T2X3C5

Cell: 403 968 9920 Home: 403 225 1953

[austinbrady95@gmail.com](mailto:austinbrady95@gmail.com)

## **Objective**

My professional objective is to secure a Summer Student position in which I can be an asset to any area of the organization where my administrative and organizational skills are required, while gaining valuable industry experience.

## **Professional Experience**

### **TORC Oil and Gas Ltd.**

May 2015 to August 2015

Surface Records Administrator

- Interpreted and integrated newly acquired pipeline and well files into LandRite
- Successfully met deadlines for new acquisition data entry

### **Husky Energy**

May 2014 to August 2014

Surface Land Summer Student

- Independently managed and executed a variety of administrative duties including assembling rent review packages for brokers, registering caveats on title, auditing files, and various other tasks
- Assisted in A&D projects which resulted in completion of the projects in an efficient and timely manner
- Achieved a deeper understanding of industry by learning from members of the Surface Land team

### **Lammlé's Western Wear and Tack**

May 2013 to September 2013

Sales Associate

- Quickly became valued team member and first contact to fill in shifts for co-workers as a result of my work ethic and commitment to the Lammlé's team
- Zero sick days or late shifts
- Performed a variety of tasks including sales, merchandising and stocking

# Austin Brady (continued)

---

## **Education**

### **University of Lethbridge**

September 2015 to Present

- Pursuing a Bachelor of Management Degree
- Majoring in General Management

### **Olds College**

September 2013 to April 2015

- Land Agent Diploma
- Graduated with Honours
- Vice President of Olds College Land Acquisition Club

## **Professional Qualifications**

- Commissioner of Oaths in the Province of Alberta
- Interim Land Agents License
- CAPL Student Member
- IRWA Junior Member

## **Transferable Skills**

- Proven ability to work productively both as a leader and member in a team environment
- Strong communication skills
- Terrific attention to detail and organizational skills
- Excellent time management
- Adaptable and willing to learn
- Welcomes challenges

## **Accomplishments**

- University of Lethbridge Deans Honour List
- CAPL Scholarship recipient
- Jason Lang Memorial Scholarship recipient
- Rutherford Scholarship recipient
- Centennial High School Green and Silver Character Award nominee

## **Volunteer Experience**

- Vacation Bible School Counsellor
- Church volunteer
- Lake Chaparral Stampede Breakfast
- Friends of Fish Creek Park Riverbank Clean Up
- Samaritans Purse Operation Christmas Child
- Various Olds College functions