

# Tony Tang

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## Objective

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To obtain the position of Lease Administrator

## Education

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Pursuing **Bachelor of Commerce**,  
With concentration in **Petroleum Land Management**  
**Haskayne School of Business, University of Calgary**

Sept 2010 - Apr 2018

## Skills Highlight

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- Ability to quickly learn and adapt through refined business intelligence
- Possess a positive attitude to motivate and inspire others
- Comfortable in leadership roles while demonstrating strong interpersonal skills
- Ability to confidently engage in cold-calling and cold-approaching
- Perform well in arbitrary and ambiguous situations
- Has won multiple “Speaker of The Night” awards from Toastmasters
- Comprehensive work experience in entry level land (surface & mineral), sales, customer service, and teaching

## Employment History

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**TransCanada: Lease Administration Co-op (Land & Environment)** Sept 2017-Dec 31 2017

- Administering and maintaining agreements, such as land titles, right of ways, encumbrances, indemnifications, surface leases, right of entries, and other working files for crown and freehold
- Reviewing survey plans and prepping other third party documents
- Supporting the pipeline maintenance & projects team by performing tasks such as title pulls, land owners line lists, billing invoices, data verification, preparation of reports, paying rentals, spreadsheet generation, following up on paperwork and dealing with expiries and notifications

**Nexen: Summer Student (Land Negotiations & Joint Venture)**

May 2017 – Aug 2017

- Reviewing leases, contracts, and joint venture agreements
- Exposure to drilling, completion, equipping, tie in and abandonments of wells and regulatory issues, such as tenure, continuations, expiries, validations, groupings
- Utilizing internal and external land programs, such as Accumap, Landman, Quorum, Assetbook and other applications to support the negotiators
- Miscellaneous project work, including data research, verification, building of maps and presentation to management with strategic recommendations

**Airdrie Dodge & Chrysler: Sales Consultant**

Apr 2016 - Sept 2016

- Cold calling and cold approaching potential clients
- Working with CRM program, such as VinSolutions, to manage client database
- Developing, establishing, and maintaining strong personal rapport with clients
- Recommending sales promotions and campaigns to meet organizational objectives
- Personally tailoring to a client's needs and wants to provide the best possible experience
- Closing deals, negotiating prices, completing sales and purchase contracts, explaining provisions

**University of Calgary: Teaching Assistant (Management Studies)**

Jan 2016 – Jan 2017

- Facilitation of tutorials while actively engaging with students in learning
- Assisting professors with evaluations of student assignments and tests
- Teaching students how to use Microsoft Excel (data tables, spreadsheets, mathematical functions, pivot tables, conditional statements, graphing), Risk Solver Platform, TreePlan programming, and RSP simulations

## **Clubs and Organizations**

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**Petroleum Land Undergraduate Society: President**

2017-Present

- Leading strategic plans for building success among all PLM undergraduates
- Hosting and planning networking events
- Helping students with the familiarization of the land program, faculty staff, and industry peers
- Ensuring the organizational environment dynamic, strong, and cohesive

**International Toastmasters (Speakmasters): VP Membership**

2015 - 2016

- Directing weekly meeting seminars
- Providing orientation, familiarization, and network opportunities for new members
- Recruitment and management of club membership
- Ensuring club dynamic is cohesive and functional
- Assigning mentor and mentee roles
- Attending and voting at area council meetings to help further improve organizational goals

**Canadian Centre for Advanced Leadership (CCAL): Leadership Ambassador**

2016-2017

- Promoting and spreading awareness of CCAL programs such as the Haskayne Guided Path, Haskayne Peer Network, Leadership Expedition, and Advanced Leadership Workshops
- Establishing initial contact with interested students and providing continuous engagement
- Meeting with CCAL staff and other ambassadors on a monthly basis to help provide perspective
- Identifying opportunities for organization growth and development

# Volunteer Experience

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## Speech and Debate Bonanza: Facilitator

- Coordination of activities for prepared speeches and debates 2016
- Judging, coaching, and assisting students on their speeches

## Angel's House Hotel: Host

2010-2011

- Meeting and establishing relationships with new guests
- Providing customers with the best experience by catering to their needs

## Capture The Flag Paintball (Indoor): Referee

2007-2010

- Teaching, explaining, and orienteering the sport of paintball to large groups of people
- Executing good decision skills when judging in-game action
- Co-ordinating, planning, and organizing special events

# Personal Interests

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-Helping others, solving problems, playing golf, meeting new people, learning new things, public speaking, spending time with friends, going to the gym, walking my dog, cooking food, and travelling

# References

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**Mark Bradley:** Manager, TransCanada

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**James Armstrong:** Manager, Nexen

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