

## LILIAN MONSALVE

2708 -14 St NW - Calgary, AB T2K 1H7 Phone Home: (403) 283-1643 - Cell: (403) 560-2106

E-mail: lilian.salazar@shaw.ca

---

### Professional Profile

Petroleum Land Administrator Certificate,  
SAIT Polytechnic, Calgary AB – April 11, 2011  
Seeking a position in an entry level role as Mineral Land Administrator

- Knowledge of CS Explorer system
- Comprehensive understanding of CAPL and PASC procedure
- Knowledge of land title system
- CAPLA membership

### Skills Summary

#### Land Skills

- Able to perform duties relative of Filing and maintaining mineral lease, contract and A&D files
- Ability to work independently in a fast paced environment
- Strong analytical and organizational skills.
- Handling sensitive and confidential information;
- Providing land contract and administrative support

#### Computer Skills

- Proficient in MS Word, Excel, Power Point, Outlook, MS Project and CS Explorer
- Able to learn Accumap system quickly

#### Transferable Skills

- Strong written and verbal communication (English and Spanish)
  - Over ten years of legal office and administrative experience
  - Contracts and Land Titles analyst
  - Document control and procedures
  - Excellent data evaluation and problem solving abilities
- 

### Education

- **Petroleum Land Administration Certificate** 2011  
SAIT Polytechnic, Calgary AB  
GPA 3.91/4.0
  - **Office Assistant Certificate** 2009  
SAIT Polytechnic, Calgary AB
  - **Commissioner for Oaths** 2010-Present  
Alberta Justice
  - **ESL (English Second Language)** 2008 -2007  
University of Calgary
  - **ESL English Second Language)** 2006-2004  
Maple Leaf Academy in Calgary
-

## Work Experience

**Legal Receptionist and Administrative Assistant** 2006 - 2011

R. Michael Birnbaum Professional Corporation. Calgary, AB

- Performed general reception and administrative duties in English and Spanish
- Managed PCLaw Software daily to booking appointments, arrange courts days and open and close client's files.
- Maintained confidential and sensitive information.
- Provided legal administrative support duties to Senior Legal Assistant, Lawyers and Paralegals by drafting legal documents, preparing Immigration, Civil, Matrimonial and Real Estate documents in a timely manner.
- Administered Oaths.

**Telesales-Inbound Customer Care** 2005 - 2006  
Centerpartners, Calgary AB

- Successfully learned new sales software T-Mobile
- Collaborate with the compliance of the sales goals
- Contributed with customers inquires and claims efficiency.

---

## Volunteer Experience

- CAPLA Canadian Association of Petroleum Land Administration  
Provided an administrative support in the office
- SAITSA (SAIT Student Association)  
Helping in the event Saits' Career Fair Nov 15, 2011
- Calgary Family Services (403) 269-9888  
Organized documents, registered participants and motived groups to continue in the programs
- Sunnyside School: (403) 777-6390

## References:

Available upon request