

TOSAN TIMOTHY EYIDE

1419 17 Avenue NW. (403) 918-2803 t_moty@hotmail.com

Career Objective:

To gain an opportunity as a Asset/Land Administrator handling all the analytical aspect of land as well as updating the land database

Education

- Southern Alberta Institute of Technology, Calgary AB. 2010- current
Energy Asset Management
 - Mineral Land Asset Management
 - Surface Land Asset Management
 - Joint Venture Asset Management
 - Well Asset Management
 - Operation AccountingCurrent GPA: 3.5/4.0
- Certificate in Data Processing Warri Nigeria 2008
- Ambrose Ali University, Ekpoma Nigeria 2003-2007
Bachelors of Art (History and International Studies)

Additional Professional Training

- GeoScout 2011
 - Introduction to Well Ticket
 - Introduction to Project & the Layer Manager
 - Ares Hazard Report Seminar
 - Mineral Land
- AccuMap 2011
 - Introduction to AccuMap
 - Make and work with directories to organize maps
 - Create, save, navigate and customize detail maps
 - Define print area, print review and print setup of maps

Available Skills

- Preparation of all land related acquisition documents, including Leases, Right-of-Way Agreements and supporting documentation for Freehold and Crown applications
- Obtaining and coordinating third party requests and crossing agreements
- Acquisition and Divestment of Assets
- General knowledge of ERCB Directive's 56, 60, 61, 65 and 71
- Proficient in computer systems, Windows, MS Word and Excel packages, I-Land, SPIN II, ETS, DLS and Conservation Land Registry

Personal Characteristics

- Integrity and high ethical standards
- Excellent oral and written communication skills
- Excellent interpersonal, negotiation and public relations skills
- Adapt promptly to changing priorities
- Strong attention to detail and ability to multi-task

Work Experience

Supply Chain Management (Non-Compliance Department)

2011

- Monitored the use of data files and safeguard information in computer files
- Corrected freight errors
- Generated emergency prime slots
- Assigned the task of writing non-compliance issues and generating possible solutions
- Supervised racking formation

Federal Capital Development Authority (FCDA) Abuja FCT, Nigeria
Secretary and Data Entry: Workers Development Division

2008-2009

- Input and maintain information in database
- Tracked , organized and filed daily and monthly activities of employees
- Communicated effectively with management, agents, field engineers
- Demonstrated strong work ethic and worked over time as necessary
- Assisted effective projects on workers development programs

Volunteer Experience

Student Union Government (SUG), Ambrose Ali University, Ekpoma Nigeria, 2005-2007

- Communicated professionally with corporate representative to obtain sponsorship
- Developed and implemented extracurricular activities and organized a team to execute
- Completed events on time and under budget, serving 500-3000 students at each event

Accomplishments and Involvement

- Member of the Canadian Association of Petroleum Land Administration (CAPLA)
- SAIT International centre academic honorary award 2011
- Assistant captain (AAU Soccer Team)
- Created and organized the EAM indoor soccer team
- EAM Indoor soccer captain (SAIT)
- Most valuable player / Current title holder (SAIT Indoor Soccer)

Reference: Available upon request

TOSAN TIMOTHY EYIDE

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Dear Human Resource Manager:

I am a current second year graduating student of the Energy Asset Management (EAM) program through SAIT Polytechnic. EAM is a multi-discipline program as I am knowledgeable trained in the aspect of Surface Land Administration, Mineral Land, Joint Venture, Well Asset Management and Operation Accounting. With my training in MS Office, SPIN II, ETS, ILand, GeoScout, Accumap and other academic accomplishments, I will like to put my ability in full use for your company.

Apart from my educational achievements (International Student Honor roll certificate) and accomplishments exhibited in my attached resume, I am consistent and reliable; I possess an excellent oral and written communication skill, high-quality interpersonal and organization skills, I adapt promptly to changing priorities, strong attention to details and ability to multi-task, capable of working in a fast pace situation with accuracy, ability to manage time and deliver result before deadline, work independently as well as a skilled team builder. Furthermore, this can be correlated to the EAM Indoor Soccer Team which was founded and currently captained by me. The EAM Indoor Soccer team are presently defending the league title as we hope to keep the title for another season.

Thank you for taking your time to read through my cover letter. I believe that I can make positive contribution in your organization and look forward to discuss my capability in more detail. I am available for a personal interview at your earliest convenience and may be reached through my email t_moty@hotmail.com or telephone (403) 918-2803. Thank you for your consideration.

Sincerely Yours
Tosan T. Eyide