

Dinora Elizabeth Santos

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EDUCATION

Bachelor of Commerce, Petroleum Land Management

2011-2015
University of Calgary
Calgary, Alberta

EXPERIENCE

Oct 2014 – Oct 2015

ConocoPhillips Canada, Calgary, Alberta

Land Analyst, Mineral

- Reviewed division of interest (DOI) on pipeline records using Accumap and Integrity Objects, to determine cost center ownership.
- Prepared schedules, calculated land acreages, and removed caveats on title, in order to prepare assets for Plains disposition.
- Communicated with freeholders, and WI partners, with respect to mineral leases, and processed any ownership changes that arose based on wills and probate documentation.
- Prepared and processed freehold assignment of lease, and EFT amendments for lessors.
- General maintenance of Mineral Land internal records in the fields of: Obligations, Remarks, Vendor, Royalties, Area Name, Related Wells, etc.
- Managed all Mineral Land return mail and conducted investigative work to determine updated address information.
- Provided general support to Land and Contract Analysts/Landmen.

May 2014 – Aug 2014

ConocoPhillips Canada, Calgary, Alberta

Petroleum Land Management Summer Student

- Skill Development:
 - Conducted and presented competitor analysis research using several mapping applications/databases.
 - Utilized AccuMap to determine division of interest between wells and pipelines, then linked the associated files in CS Explorer.
 - Loaded land information into several software applications including CS Explorer, and SharePoint.
- General Training:
 - Received training in the areas of Mineral Land, Contracts/Administration, Surface Access, Oil Sands, Business Development, Stakeholder Relations, Geology, Drilling, and Exploration, in order to develop a comprehensive understanding of the different business units that impact Landmen.

Nov 2008 – Aug 2011

Fekete Associates (IHS), Calgary, Alberta

Human Resources Coordinator

- Training & Development:
 - Assigned, organized, and scheduled required courses for all employees in order to satisfy departmental requirements.
 - Designed tracking documents and feedback forms to monitor and analyze employee and instructor progress on training courses.
- Recruiting:
 - Conducted advertising for available positions via multiple

- recruiting avenues in order to attract preferred candidates.
 - Organized career fairs and manned booths at the University of Calgary and the Southern Alberta Institute of Technology.
- Support Staff Management:
 - Assisted with interviewing candidates for receptionist, photocopy technician, and administrative roles.
 - Reviewed evaluations from support staff in order to provide feedback and improve employee performance.
- Course Instructor:
 - Developed and taught a popular two-hour introductory Spanish course, as a volunteering initiative, to interested employees in all departments.

Feb 2006 – Jul 2008

Bank of America, Bellevue & Renton, Washington*Personal Banking Assistant, Loan Administrator, and Teller*

- Personal Banking Assistant:
 - Met with clients daily to handle basic customer service requests such as ordering cheques and updating account information.
 - Opened various types of accounts: chequing, savings, time deposits, credit cards, and safe deposit boxes.
- Loan Administrator:
 - Handled daily customer service loan requests such as issues related to loan payments, and debt consolidation.
 - Met with clients to determine eligibility for home loans as well as home equity lines of credit.
 - Conducted all document disclosure with the client.
- Teller:
 - Processed cash withdrawals/deposits, credit card payments, and authorization of cheques.
 - Responsible for opening and/or closing of the banking center.

VOLUNTEERING

Jul 2013 – Present

CAPL Negotiator Magazine, Calgary, Alberta*Features Editing Committee Member, and Writer*

- Features Editing Committee Member:
 - Determine which feature article topics will be pursued for publications, and seek new writers for the articles.
 - Edit feature articles before they are published.

Feb 2014 – Dec 2014

- Article Writer:
 - Developed “Student’s Corner,” a reoccurring article based on events that the PLMA Students are involved in.
 - Wrote the “Student’s Corner” reoccurring articles which have been published in the Negotiator magazine.

SCHOLARSHIPS

- Recipient of the 2015 CAPL Scholarship.

INTERESTS

- Travel, yoga, reading, and piano.

References Available Upon Request