

Taunya Porter

Okotoks, AB

403-651-0824

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Detail-oriented administrative professional with 5+ years of experience in surface land within the oil and gas sector, supported by a strong foundation in office administration and stakeholder coordination. Brings hands-on familiarity with Alberta regulatory frameworks (AER, AEP, etc.), along with experience using the ETS system. Known for being highly organized, proficient in Microsoft Office Suite, and committed to delivering accurate, timely support in fast-paced environments.

Highlights of Qualifications

- 5+ years of experience in surface land oil and gas sector
- Strong attention to detail, organizational skills, and ability to multitask
- Excellent interpersonal and communication skills
- Ability to work independently and as part of a team
- Quick to grasp and apply new information
- Proficiency in Microsoft Office Suite (Excel, Word, Outlook)
- Familiarity with Alberta regulatory frameworks (AER, AEP etc.)
- Experience with ETS system
- Survey Plan Review

Professional Experience

Administrative Assistant

MCG Careers – *Okotoks, AB*

April 2024- October 2025

- Accurately enter and maintain client records in the COMPASS database while upholding confidentiality
- Utilize Microsoft Word and Excel daily for document preparation and data tracking
- Organize physical and electronic filing systems for operational efficiency
- Supported month-end reporting and administrative data validation

Contract Land Administrator

Andrew Kubicki Land Agent – *Remote Workspace, AB*

September 2006- March 2008

- Prepared and edited surface land documentation in collaboration with the Land Agent
- Conducted land title search
- Reviewed survey plans
- Compose third party requests
- Prepared audit packages with a high level of detail and accuracy

Office Manager/Land Administrator

Petro J. Land – *Calgary, AB*

May 2001- July 2005

- Oversaw documentation for well and pipeline acquisitions, including Crown and freehold lands
- Compose all coordinating audit package documentation to provide client company
- Monitored documentation status throughout duration of projects
- Managed onboarding and administrative support for new hires
- Developed and maintained organized filing system to support efficiency
- Provided administrative coordination and reporting support to the executive leadership

Certifications/Training

Microsoft AI Essentials: Building Fluency and Productivity with Modern AI Tools

University of Calgary Continuing Education – *Online*

March 2025

Microsoft Office Excel Associate

University of Calgary Continuing Education – *Online*

February 2025

Google Cloud Productivity/Office Suite

Udemy – *Online*

October 2023