

GORDON KEYES
Calgary, Alberta
403.229.9131
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Functional expertise: Office manager, facilities manager, executive assistant, telecom analyst & administrator

Objective: Provide full spectrum administrative support to a dynamic organization.

Key competencies: Excellent interpersonal and supervisory skills; personable and gregarious
Extensive negotiation and contract management experience
Analysis, planning and delivery of projects, programs and services
Streamlined operations through redesigned business processes and automation
Expert user of Microsoft Word, Excel and Outlook

EMPLOYMENT HISTORY / EXPERIENCE:

2005-2010: Harvest Energy (purchased by Korea National Oil Corp)

- Harvest essentially doubled in size with the February 2006 merger with Viking Energy. The subsequent weekend **restack** involved 260 people and, in due course, file room rebuilds. A 2007 ROFR provided new space in which to build a suitable server room. Worked with the IT manager in determining technical and functional requirements (HVAC, fire suppression, heat loads, electrical, racks, alarms, access, etc.).
- Worked with BKDI and Labbe Leech in **designing, planning and constructing** various floor plates (including emergency response command centre, geoscience simulation room, showers, file rooms, full plenums, enhanced soundproofing, audio/visual, etc.).
- Worked with TAB Canada in **designing and constructing mobile file systems** and numerous file room moves. Recalculated file room **utilization** annually.
- Raised the necessary **AFEs and tracked costs** through AFE Navigator; pursued landlord tenant improvement allowances when applicable.
- Integrated employees/files/furnishings from frequent **corporate mergers and acquisitions**. The resultant real estate involved finding suitable subtenants, preparing rent schedules, requesting a City refund on prepaid business taxes, etc.
- Oversaw **real estate**: while the CFO negotiated real estate leases, I dealt with landlords, subtenants, rent schedules.
- **Supervised** reception and corporate services personnel; established deliverables standards and articulated them to the group; delegated projects to junior members of the team.
- **Contract negotiation & management** of all office services related vendors; \$10,000 signing authority on related invoices.
- **Telecom analysis & administration** of 1,000 line items of wireline, wireless, satellite and radio licences.
- **Reduced annual costs** in kitchen consumables (\$40K), stationery (\$45K) and wireless telecom (\$100K).
- Established **furnishing** standards (including ergonomic); catalogued surplus items for future redeployment.
- Assisted **mail room** personnel when required (mail / courier / mass mailings / payroll / royalty cheques). Assisted Production Accounting in matching royalty cheques to the respective support documents.
- Assisted **fleet** manager with ARI online mileage reports; fuel usage analysis; driver abstracts; vehicle repairs.
- Purchased **artwork** for executive offices and boardrooms.
- **Proofread** the annual report and quarterlies.
- Actively managed **security** (building and parkade); undertook quarterly security audits to uncover and remedy discrepancies.
- Logged incoming **cheques** & verified against the daily bank deposit records; reconciled any discrepancies.
- Catalogued 7,000 bankers boxes of **corporate records** with detailed and itemized descriptions, assigned company-approved retention timeframes for each box, and processed annual recycling/shredding requests to the respective departmental manager.
- **Executive Assistant** to Chief Financial Officer.

2004: CNRL (purchased Petrovera February 2004)

- Built a geosciences simulation room.
- Planned and executed **numerous restacks** of up to 300 people per weekend throughout four downtown towers.
- Actively managed **security**.

1997-2003: Petrovera Resources

- Worked with BKDI and Labbe Leech in redeveloping space (including building a new server room).
- Relocated Petrovera from Palliser Square to Sun Life Plaza (120 people).
- Worked with IT in **introducing new technology** (multi-function Ricoh units).
- Maintained content on the **corporate intranet**.
- Designed and maintained the corporate **donations** program; provided analysis and made donations recommendations.

- Planned **corporate events**: annual Christmas dinner and dance.
- **Executive Assistant** to President & CEO.

1994-1997: CS Resources (purchased by PanCanadian July 1997; then spun off as Petrovera Resources)

- Worked with BKDI and Lignum in redeveloping space (including expanding the server room).
- Relocated CS from Encor Place to Palliser Square (50 people).
- Designed and maintained the corporate **donations** program; provided analysis and made donations recommendations.
- Collaborated with the executive and the designer in selecting an **annual report** theme and overall layout. Input text & financial tables and proofread the annual report and quarterlies.
- **Executive Assistant** to President.

1992-1994: contract employment in administration, oil & gas, pipelines, real estate, law.

- Created a database of **pipeline licenses** for Imperial Oil (9 month term).

1983-1992: Petro-Canada

- Natural Gas Marketing analyst. Created a database of **natural gas production** which adjusted the full year forecast when monthly actuals became available.
- Purchasing / Materials Management. Developed and stewarded G&A **budgets** (\$5.2 million); prepared analysis of significant discrepancies; streamlined various functions (ie bid packages, blanket purchase orders, etc.); supervised word processing pool.
- **Executive Assistant** to VP Administration.

1975-1983: pilot to various oil companies plus a third party contract to the Alberta government undertaking hail suppression research.

EDUCATION:

- University of Calgary certificate in Business Development (1996).
- Canadian commercial pilot licence with IFR & twin engine endorsements; 1700 hours total time. US private pilot licence.

PROFESSIONAL DEVELOPMENT:

- Facilities management courses by FMDC (2002/2003).
- Natural gas marketing courses sponsored by the Petroleum Society of CIM and Energy Educational Services.
- Human relations courses (Situational Leadership, Myers-Briggs, Context Excellence series, Dale Carnegie, etc.).
- Windows programs: Word, Excel (advanced), PowerPoint, Outlook. Keyboarding 93 WPM.

REFERENCES:

- Available upon request.