

# Brenda Neufeld

**VP Human Resources** 

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## EXPERTISE

- Paralegal/Legal Assistant
- Administration
- Payroll
- Human Resources
- Bookkeeping
- AP/AR
- QuickBooks
- Filings
- Contracts
- Business Communications

Paralegal/Legal Assistant Paralegal/Legal Assistant Paralegal/Legal Assistant and is known for her business acumen and strong skills as an Administrator, Leader, HR Manager, and Paralegal/Legal Assistant. She is co-owner of Canriggers Oilfield Services, Inc. with operations based out of Alberta, Colorado, Wyoming, Arkansas and North Dakota.

### EXPERIENCE

Bookeeper/Administrator Way to Go Oilfield Services, Cochrane, AB

### Administration

Parkbridge Lifestyle Communities, Pine Lake, AB

#### Co-Owner/Office Manager

Canriggers Oilfield Services Inc. Grand Junction, Colorado & Pine Lake, AB

#### Legal Assistant

James L. MacInnis, Olds, AB Fielding & Dixon, Red Deer, AB Miller, Lehane & Wild, Innisfail, AB Crowe, Duhamel, Manning, Red Deer, AB

### CAREER HIGHLIGHTS

- 13 years as Paralegal/Legal Assistant
- Co-owner of Canriggers Oilfield Services for 20 years, franchised into the US in 2001

## **EDUCATION** RDC

#### Diploma, Legal Assistant Red Deer College | Red Deer, AB