



TANYA V. MILLER, MBA



Tanya V. Miller is Corporate Secretary and Director of Business Development with Long International and has over 19 years of experience in the legal, energy, and construction industries. Ms. Miller has worked in both the U.S. and Canada. She is proficient with business development strategy, marketing and communications, branding, and successfully employing the use of traditional and non-traditional media to enhance brand equity. Ms. Miller has successfully managed several large-scale marketing projects. Her skills also extend into product procurement, proposal development, and tax matters. With her strong legal background, Ms. Miller is adept at contract management, litigation processes, and conducting legal research. Ms. Miller is also proficient with Microsoft Office Suite, including Excel with statistical and operational analyses extensions, Word, PowerPoint, Adobe Creative Suite, WordPress, HTML, and Salesforce.

EDUCATION

Master of Business Administration, University of Colorado, 2014
Bachelor of Arts, Law and Society, University of Calgary, 2009
Paralegal Studies, Southern Alberta Institute of Technology, 2005

PROFESSIONAL AFFILIATIONS

Colorado Oil & Gas Association, 2015
Association of Legal Administrators, 2010
Alberta Association of Professional Paralegals, 2009
Canadian Institute of Management, 2003

TECHNICAL MARKETING EXPERIENCE

- Oversaw the execution of a multi-tiered \$300K promotional campaign to increase the use of CO₂ for enhanced oil recovery in the Western Canadian Sedimentary Basin
- Executed a marketing strategy for CNG in a Box™, a joint venture involving GE Oil & Gas aimed at capturing compressed natural gas for subsequent use in fueling vehicle fleets
- Managed the development of a new company website

PROFESSIONAL EXPERIENCE

Long International, Inc.

Denver, Colorado Area (2017 to Present)

As Director of Business Development for Long International, Ms. Miller is focused on growing brand awareness and seeking new opportunities for Long International in the legal, engineering, construction, and insurance market sectors. She is also responsible for ongoing customer relationship management, preparing Statements of Qualifications and proposals, developing advertising materials, and supervising the development of the Long International's digital footprint to enhance brand equity.



5280 Blinds & Shades, LLC

Littleton, Colorado (2016 to 2017)

Ms. Miller performed the role of Vice President, Business Development and sought opportunities to grow business. She was responsible for developing and overseeing a sales territory from Erie, CO to Castle Rock, CO. Ms. Miller also examined architectural plans for new construction and remodeling projects and prepared bids in response to requests for proposals. Other tasks included product procurement, brand development, attending to legal and insurance requirements for continued business operations as well as preparing all state and municipal sales tax filings.

Cartasite, Inc.

Denver, Colorado (2015 to 2016)

During her employment with Cartasite Ms. Miller served as Marketing Manager. She collaborated with cross-functional teams to position and create clear and consistent messaging for marketing a software product line. In addition, she implemented and managed a social media strategy to increase brand awareness. Other key duties entailed creative strategy development for advertising, search engine marketing, social media platforms and email marketing campaigns.

Ferus, LP

Denver, Colorado (2010 to 2015)

Ms. Miller developed and implemented the company marketing strategy to increase brand awareness and grow Ferus' client base in the U.S. Rocky Mountain region. Furthermore, Ms. Miller prepared communications and public relations strategies that resulted in enhanced support for company operations. She directed promotional campaigns, including garnering greater use of CO₂ for enhanced oil recovery and marketing CNG in a Box™, a joint venture between Ferus and GE Oil & Gas. During her time with Ferus, Ms. Miller also managed Ferus' presence at industry conferences, developed print and digital media, executed a new website and oversaw regional company offices' deployment of marketing and project development programs to achieve regional sales goals.

Ferus, Inc.

Calgary, Alberta, Canada (2009 to 2010)

Ms. Miller was responsible for managing all company contracts for Ferus. In addition, she worked closely with the Corporate Secretary on board governance issues, and maintained all instruments relating to shareholder matters. Ms. Miller oversaw all filings with Canadian corporate registries and U.S. Secretaries of State. She was also involved in drafting and reviewing contracts, including: confidentiality, transportation, and service agreements. Ms. Miller was responsible for assisting in the preparation of proposals to Transport Canada and to the Governor of Kentucky to win the approval for the construction of a \$30 million nitrogen processing facility in Jenkins, KY.

Burnet, Duckworth & Palmer, LLP

Calgary, Alberta, Canada (2005 to 2009)

As a corporate paralegal, Ms. Miller researched legislation, regulations and case law in preparation for commercial litigation; moreover, she was responsible for drafting documentation, including: non-disclosure agreements, initial public offerings, and stock transfer agreements. Additionally, she prepared closing documentation relating to mergers, acquisitions, and dissolution of firms. During her employment at Burnet,



Duckworth & Palmer, Ms. Miller also spent time assisting partners on an ad-hoc basis in the aviation, oil & gas, and residential and commercial real estate departments.

Peak Energy Services, Ltd.

Calgary, Alberta, Canada (2000 to 2002)

During her employment with Peak Energy Services, Ms. Miller assisted the Chief Executive Officer, Chief Operating Officer, and Chief Financial Officer with the daily operations of the business. In addition, Ms. Miller was responsible for investor relations, dissemination of press releases and financial information on the Toronto Stock Exchange, corresponding with external legal counsel, and performing human resources and accounting duties.