
Acquisition Manager Resume

Job Objective

Seeking a chance to work with a growing company through filling the Land Acquisition Manager position and putting my experience to good use.

Highlights of Qualifications:

- Wide experience in developing consulting firms and assisting in acquiring land and real estate for clients
 - Deep knowledge of railroad land rights
 - Profound knowledge of renewable energy
 - Immense ability to maintain good relations with clients and staff
 - Exceptional ability to prepare necessary documents
 - Familiarity with land acquisition, real estate, development, sales, account acquisition and account management
 - Outstanding skills to work on Microsoft applications and data management
 - Skilled to conduct research and related to examination
 - Proficient in working according to acquisition and municipal policies
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Professional Experience:

Land Acquisition Manager
MacAulay Brown, Golden Valley, MN
October 2008 – Present

- Developed and executed all business plan strategies and documented all land acquisition issues.
- Prepared annual objectives and budgets for various projects.
- Administered all land acquisition negotiation contracts and documented processes.
- Assisted other departments in designing brochure for projects.
- Maintained acquisition tracking system and updated it regularly.
- Coordinated with land brokerage community for acquiring more land.
- Ensured compliance to all division contracts.

Land Acquisition Coordinator
BAE Systems, Golden Valley, MN
August 2003 – September 2008

- Evaluated all documents, releases and affidavits according to real estate laws as required by clients.
- Monitored warrant requests packets and documents and submitted it to client for necessary approval.
- Maintained records of all negotiations and updated records for parcels and prepared all required records.
- Reviewed land title reports and secured prospective clients for improving process.
- Assisted in resolving all title issues and objections.

Land Acquisition Specialist
GTL USA, Inc., Golden Valley, MN
May 1998 – July 2003

- Coordinated with Origination team and Project Manager and identified prospective land owners and acquired necessary information.
 - Administered all contracts, met landowners to negotiate cost for contracts.
 - Managed communication between organization and clients and prepared reports for newsletters and meetings.
 - Developed ideas for new projects and oversaw all pre development activities.
 - Participated in various industry tradeshow and conferences for land acquisition.
 - Assisted other departments in completing all special projects.
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Education:

Bachelor's Degree in Acquisition and Supply Chain Management
Savannah State University, Savannah, GA

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