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## Land Administrator Resume

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### Job Objective

Career minded Land Administrator seeking position with reputable organization in which my training can help improve the development of the organization.

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### Highlights of Qualifications:

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- Remarkable experience with Landman, Accumap and Petrodesk
  - Huge knowledge of law and business administration
  - Deep knowledge of Real Property and ROW acquisition
  - Familiarity with real estate law and regulations affecting land tenure
  - Amazing ability to manage searches from regulatory bodies
  - Superior organizational skills
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### Professional Experience:

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Land Administrator

Western Production Company, Simpsonville, KY

November 2007 – Present

- Evaluated land agreements and maintenance of land records.
- Aided Land Manager and development of land requirements.
- Computed land invoices and maintained cost tracking.
- Managed auditing of funds and formulated project summary analyses.
- Formulated ROW acquisition documentation.

Land Administrator

Manpower Professional, Simpsonville, KY

December 2003 – October 2007

- Evaluated crown and freehold mineral agreements.
  - Coordinated with stakeholders and reviewed interests to facilitate approvals.
  - Corresponded with Negotiator, freehold lessors, Crown and Partners.
  - Formulated reports and land plats.
  - Outlined assignments, transfers, A&N's & NOA's.
  - Coached and guided less experienced individuals.
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### Education:

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Bachelor's Degree in Land Management

Langston University, Langston, OK

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