

Alicia Davidson

Land Administrator, GIS and Land Records

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📍 Katy, TX 77450

STRENGTHS

- 🔍 **Independent Judgment**
Made routine GIS decisions with limited oversight, and teams trusted clear recommendations when source records conflicted.
- 📁 **Record Stewardship**
Kept tract, lease, ownership, and contact records aligned. Colleagues often relied on organized files during urgent reviews.
- 📊 **Spatial Analysis**
Used buffers, intersects, and selections to answer property questions. A practical map often settled issues faster.
- 🕒 **Deadline Management**
Balanced field requests and recurring deliveries without losing file order. That steady rhythm helped projects keep moving.
- 👥 **Team Coordination**
Worked directly with field and junior GIS staff. Clear notes and calm follow up made difficult locations easier to resolve.

SKILLS

GIS Database experience

Microsoft Word Microsoft Excel

Spatial analysis Vector digitizing

Legal descriptions

Property boundaries

Lease mapping

Route development

Latitude longitude KMZ files

Shapefiles Geodatabases

Time management

SUMMARY

Land administration and GIS professional with seven years supporting **oil and gas leasing**, renewable energy land programs, route development, and property records. Converts **legal descriptions**, scanned plats, lease information, and coordinate data into accurate maps, spatial deliverables, and dependable project records. Experienced with vector digitizing, **property boundaries**, lease mapping, **latitude and longitude** transformations, KMZ files, shapefiles, geodatabases, reports, and spatial analysis using buffers, intersects, and selections. Manages concurrent deadlines with limited supervision while coordinating clearly with land, field, permitting, and project stakeholders. Practical database stewardship, sound judgment, careful quality control, and strong Microsoft Word and Excel skills support consistent delivery across changing project needs.

EXPERIENCE

Senior Land GIS Administrator

Redwood Land & Mapping Group 📅 July 2023 - Present 📍 Katy, TX

Directs GIS and land record support for concurrent **oil and gas leasing** and utility scale solar assignments. Leads controlled mapping, database, route review, and deliverable workflows while coordinating field requests and guiding junior GIS staff.

- Converted scanned plats into vector features, reconciling legal descriptions before controlled map release.
- Built desktop route studies that identified **structures, encroachments**, access concerns, and permitting considerations.
- Produced KMZ, shapefile, geodatabase, map, and report deliverables for varied stakeholder needs.
- Transformed **latitude and longitude** data using buffers, **intersects**, and selections for parcel questions.
- Resolved field location conflicts through database updates and direct coordination with project personnel.
- Numbered **property tracts** consistently, preserving reliable records through changing project priorities.

Land GIS Specialist

Prairie Sun Land Solutions 📅 March 2021 - June 2023 📍 Houston, TX

Supported solar and energy land programs through parcel research, ownership records, lease databases, preliminary mapping, and client deliverables. Balanced several assignments while improving record clarity across land, **GIS**, and project teams.

- Maintained parcel, ownership, lease, and contact records across project databases and mapping environments.
- Plotted metes and bounds descriptions against source documents, escalating material boundary inconsistencies.
- Built preliminary route exhibits showing parcel context, visible improvements, and project constraints.
- Prepared KMZ, shapefile, map PDF, tabular, and supporting record packages for client review.
- Used Excel and Word to reconcile tract inventories and document mapping assumptions.
- Reprioritized active assignments around field requests and delivery dates, preserving organized records.

GIS and Land Records Technician

Cypress Right of Way Services 📅 September 2019 - February 2021 📍 Pearland, TX

Built foundational experience across geographic digitizing, **land records**, tract research, database updates, and map production. Followed established procedures while developing **independent judgment** through progressively less supervised project assignments.

- Converted scanned maps and coordinate lists into **vector data** with checked geometry and attributes.

LANGUAGES



MY CAREER



- Senior Land GIS Administrator at Redwood Land & Mapping Group (3.2 Years)
- Land GIS Specialist at Prairie Sun Land Solutions (2.2 Years)
- GIS and Land Records Technician at Cypress Right of Way Services (1.4 Years)

- Mapped lease and parcel information from approved sources, retaining traceable update notes.
- Performed **buffers**, intersects, and **selections** for property research and route screening.
- Maintained tract numbering and status information across **GIS** and land administration workflows.
- Prepared field reference materials from verified property and route information.
- Answered technician and field requests under established procedures, strengthening workload discipline.

PROJECTS

Solar Route Constraint Mapping 📅 2024

Created desktop route exhibits from parcel research, visible structures, possible encroachments, access concerns, and permitting considerations. Coordinated mapping assumptions with land and field stakeholders so review conversations started from clear spatial evidence.

Lease Records Data Conversion 📅 2023

Converted scanned plats, legal descriptions, and coordinate information into organized vector data, then prepared KMZ, shapefile, and geodatabase outputs for recurring land project use.

LEADERSHIP & AWARDS

- Recognized by project teams for dependable GIS deliverables during concurrent leasing and solar assignments.
- Selected for senior land GIS responsibilities after building sound judgment across records, mapping, and field support.
- Trusted by colleagues to resolve location conflicts and clarify source discrepancies before client delivery.

EDUCATION

Bachelor's Degree in Geographic Information Science

Texas State University 🎓 GPA: 0 📅 2019 📍 San Marcos, TX

Coursework: *Geographic Information Systems, Cartography, Remote Sensing, Database Management*

CERTIFICATIONS

- Esri ArcGIS Pro Foundation 2101 📅 2024
- Microsoft Office Applications Training 📅 2024

TECHNICAL SKILLS

- **GIS Software:** ArcGIS Pro, vector data, geodatabases
- **Mapping Deliverables:** KMZ, shapefiles, map PDFs
- **Spatial Analysis:** Buffers, intersects, selections
- **Land Records:** Lease records, tract records, property records
- **Coordinate Data:** Latitude and longitude, coordinate lists, transformations
- **Legal Mapping:** Legal descriptions, metes and bounds, property boundaries
- **Route Review:** Desktop review, route studies, constraint mapping
- **Database Tools:** Project databases, attribute tables, record updates
- **Microsoft Office:** Microsoft Word, Microsoft Excel, reports
- **Data Conversion:** Scanned plats, hardcopy exhibits, vector digitizing
- **Quality Control:** Geometry checks, attribute checks, source reconciliation
- **Energy Land Operations:** Oil and gas leasing, solar operations, utility scale solar

PROFESSIONAL AFFILIATIONS

- GIS professional supporting land, mapping, and property records initiatives across Texas energy projects.
- Active collaborator with land, field, permitting, and project stakeholders on location based decisions.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST