

Odin Cummings

ROW Due Diligence Agent

📞 (713) 555-4816

✉️ odin.cummings@example.com

🌐 [linkedin.com/example/odincummings](https://www.linkedin.com/example/odincummings)

📍 Houston, TX 77008

STRENGTHS

- 🔍 **Title analysis**
Reviewed title commitments, LTC materials, and opinions, then resolved record differences before project updates.
- ✅ **Quality review**
Peer QA/QC work caught tract and execution issues early. Colleagues often sought a second review.
- 📅 **Deadline planning**
Balanced overlapping requests across acquisition and recording milestones, keeping urgent work visible and moving.
- 📖 **GIS coordination**
Worked with GIS partners on KMZ files, CAD sites, and line lists when tract status changed.
- 📁 **Document control**
Protected originals and maintained orderly repositories. Reliable retrieval became a regular project expectation.

SKILLS

Title review Ownership research

Easement records QA/QC review

Payment verification

Document control Data entry

GIS coordination Project reporting

Time management Microsoft Word

Microsoft Excel

Right of way databases

County recording

Solar project support

LANGUAGES

English

Native

SUMMARY

Right of way documentation professional with 7 years supporting land, title, easement, and due diligence workflows for energy, utility, infrastructure, and solar projects. Reviews title commitments, LTC materials, **title opinions**, deeds, ownership records, easements, option packages, recording submissions, and **project correspondence** with careful attention to scope and authorization. Maintains accurate tract data across document management systems, **right of way databases**, electronic repositories, and physical files. Performs QA/QC reviews, verifies **payment calculations**, prepares reports, coordinates GIS updates, and keeps KMZ, CAD site, and line list information aligned. Daily work includes Microsoft Word and Excel, deadline planning, secure document custody, independent prioritization, and practical collaboration with project managers, GIS teams, recording offices, and business units.

EXPERIENCE

Senior ROW Document Specialist

Prairie Line Land Solutions 📅 July 2023 - Present 📍 Houston, Texas

Leads document, ownership, title, mapping, recording, and data workflows for concurrent **right of way** and renewable energy assignments. Supports project managers and GIS partners while balancing acquisition milestones, quality controls, secure records, and time sensitive requests.

- Prioritized concurrent acquisition requests against title, mapping, recording, and project delivery milestones.
- Reconciled title commitments, LTC materials, opinions, deeds, **easements**, and ownership records across databases.
- Prepared approved option and easement packages, confirming provisions, payment calculations, and transfer readiness.
- Reviewed peer documents and entries, correcting tract, vesting, legal description, and execution inconsistencies.
- Aligned tract status with GIS using KMZ files, **CAD sites**, and **line lists**.
- Maintained original documents, **recording submissions**, **project reports**, and special assignment files securely.

ROW Documentation Analyst

Gulf Meridian Right of Way 📅 May 2021 - June 2023 📍 Katy, Texas

Supported utility and solar assignments through organized title, easement, survey, correspondence, recording, and reporting workflows. Kept electronic databases and physical files reliable for project leads, field teams, and downstream acquisition activity.

- Organized title, easement, survey, and ownership records across databases and physical project files.
- Analyzed **ownership information**, flagged unresolved interests, and clarified tract status for project leads.
- Prepared introductory, survey notification, permission, and environmental correspondence using approved project wording.
- Scanned and indexed incoming documents with consistent names and metadata for reliable retrieval.
- Assembled county recording packages and linked returned instruments with correct tract and easement records.
- Used Excel and Word to reconcile logs, maintain **line lists**, and produce status reports.

Title and Easement Coordinator

Cypress Basin Land Services 📅 January 2019 - April 2021 📍 Pearland, Texas

Maintained ownership, title, easement, filing, payment, mapping, and reporting workflows for land projects. Built dependable tract files and escalated record conflicts before acquisition activity moved forward.

- Built organized tract files from deeds, legal descriptions, correspondence, and supporting title documents.

MY CAREER



- Senior ROW Document Specialist at Prairie Line Land Solutions (3.2 Years)
- ROW Documentation Analyst at Gulf Meridian Right of Way (2.1 Years)
- Title and Easement Coordinator at Cypress Basin Land Services (2.2 Years)
- Document Control Specialist at Bayou Records & Land Support (2 Months)

- Compared incoming **title information** with database records, escalating ownership conflicts for resolution.
- Entered effective dates, ownership interests, document status, and instructions into **right of way databases**.
- Verified **payment calculations** and package completeness before routing funding materials for supervisory review.
- Coordinated **GIS** updates using **KMZ** files, CAD references, and line lists for alignment.
- Balanced scanning, filing, correspondence, and reporting deadlines while protecting original project documents.

Document Control Specialist

Bayou Records & Land Support 📅 October 2018 - December 2018 📍 Pasadena, Texas

Provided supervised document control support for land projects, building early expertise in scanning, indexing, filing, correspondence, data entry, and confidential record custody.

- Scanned, indexed, filed, and retrieved title and easement records for supervised land projects.
- Applied naming conventions and **data entry** procedures across electronic and paper tract files.
- Checked packages for pages, signatures, dates, and tract references before escalating incomplete materials.
- Prepared routine mailings and document logs using **Microsoft Word** and Excel for traceability.
- Protected confidential information and **original documents** through controlled checkout, filing, and return.
- Adjusted priorities for short turnaround requests while learning **right of way** terminology.

PROJECTS

Solar Tract Records Alignment 📅 2024

Aligned ownership records, GIS references, KMZ files, CAD sites, and line lists for renewable energy tract tracking. Improved visibility across changing acquisition statuses.

County Recording Package Workflow 📅 2022

Organized recording packages, returned instruments, document logs, and tract references for utility assignments. Supported dependable final document retrieval and database updates.

LEADERSHIP & AWARDS

- Recognized by project leadership for dependable QA/QC review of tract and ownership records.
- Selected for sensitive document custody assignments involving original title, easement, and recording materials.
- Trusted by peers for practical guidance on database entries, file organization, and project reporting.

EDUCATION

Bachelor's Degree in Business Administration

University of Houston 🎓 GPA: 3.5 📅 2018 📍 Houston, Texas

Coursework: Business law, information systems, records management, project management

CERTIFICATIONS

- Microsoft Office Specialist, Excel 📅 2021
- Microsoft Office Specialist, Word 📅 2021

TECHNICAL SKILLS

- **Microsoft Office:** Microsoft Word, Microsoft Excel, Microsoft Office Suite
- **Title Documentation:** Title commitments, LTC materials, Title opinions
- **Right of Way Records:** Ownership records, Easement records, Option packages
- **Document Systems:** Document management systems, Electronic repositories, Physical files
- **Database Operations:** Right of way databases, Data entry, Metadata indexing
- **Mapping Tools:** GIS coordination, KMZ files, CAD sites

- **Project Tracking:** Line lists, Tract status, Project reports
- **Recording Processes:** County recorder offices, County clerk offices, Recording submissions
- **Quality Controls:** QA/QC reviews, Payment verification, Package completeness
- **Project Correspondence:** Introductory letters, Survey notifications, Environmental notifications

PROFESSIONAL AFFILIATIONS

- Professional land services collaboration with GIS, title, project management, and recording partners.
- Ongoing participation in right of way documentation teams supporting energy and infrastructure assignments.

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST