



Edwin Gates

Senior Title Agent, Surface and Mineral Title

☎ (918) 555-6274 ✉ edwin.gates@example.com

🌐 linkedin.com/example/edwiningates 📍 Tulsa, OK 74136

SUMMARY

Title professional with nine years of experience researching **Oil & Gas Mineral Title** and **Surface Title** across producing regions in multiple states. Builds defensible **chains of title** from online county records, deeds, probate files, District Clerk materials, leases, assignments, and **production history**. Converts document findings into clear reports, flowcharts, plats, deed plots, and accurate client deliverables through CityVerse and client provided platforms. Identifies missing links, conflicting conveyances, probate issues, and legal description concerns, then coordinates focused follow up with Field Agents. Reviews peer work, corrects ownership and plotting issues, manages concurrent remote assignments, and follows title protocols, client instructions, applicable laws, and procedural requirements. Organized, independent, and dependable under changing deadlines, with practical judgment that supports accurate final reporting and consistent client service.

EXPERIENCE

Senior Title Agent, Surface and Mineral Title

Red River Title Research Group 📅 April 2023 - Present 📍 Tulsa, OK

Leads remote title research for multi county oil and gas assignments, supporting surface and mineral ownership analysis, client reporting, peer review, and final delivery. Works across varied title protocols, coordinates targeted field research, and protects accuracy when project priorities shift.

- Built multi county chains from **deeds**, **probate** files, leases, assignments, and production history records.
- Entered **ownership** findings in CityVerse, linking source instruments with current vesting positions and client reports.
- Sent focused Field Agent requests for missing probate support, clerk records, and unresolved conveyance links.
- Prepared flowcharts, plats, and **deed plots** connecting **legal descriptions** with surface and mineral interests.
- Reviewed peer files, correcting document links, interest calculations, plotting issues, and report entries before delivery.
- Managed concurrent remote **assignments** through orderly files, clear updates, deadline control, and client protocol compliance.

Title Agent, Oil and Gas Research

Frontier Basin Land Services 📅 January 2020 - March 2023 📍 Oklahoma City, OK

Completed surface, vesting, and **Oil & Gas Mineral Title** assignments across Oklahoma, Texas, Kansas, and New Mexico. Combined online record research with careful **document examination**, Field Agent coordination, CityVerse entry, and deliverable preparation for varied client requirements.

- Researched ownership across Oklahoma, Texas, Kansas, and New Mexico county record portals.
- Built title chains from deeds, mineral conveyances, leases, assignments, probate instruments, and **court filings**.
- Defined courthouse follow up needs for **probate matters**, clerk records, indexing gaps, and inaccessible instruments.
- Entered names, legal descriptions, recording data, interests, and sources into **CityVerse** and client applications.
- Produced deed plots, plats, and **flowcharts** that clarified complex conveyance sequences for reviewers.
- Adjusted research plans during delivery surges while preserving title protocol consistency and source traceability.

Junior Title Agent, Surface and Mineral Research

Cimarron Energy Abstracting 📅 July 2017 - December 2019 📍 Stillwater, OK

STRENGTHS



Chain of title analysis

A difficult conveyance sequence became traceable after each source instrument was tied to ownership changes and recording evidence.



Field research coordination

When online records stopped short, focused requests helped Field Agents gather precise courthouse evidence without repeated searching.



Quality review

Peer reviewers relied on careful checks of interests, plots, links, and report entries before client delivery.



Remote organization

Concurrent assignments stayed orderly through source naming, deadline planning, regular updates, and consistent protocol use.



Independent judgment

Probate gaps and conflicting conveyances received early attention, helping senior reviewers avoid unsupported ownership conclusions.

SKILLS

Oil & Gas Mineral Title Surface Title

Vesting title Chain of title

Online public records

Production history

Probate research

District Clerk research

[Document examination](#) [CityVerse](#)

[Title protocols](#) [Flowcharts](#) [Plats](#)

[Deed plots](#) [Quality review](#)

LANGUAGES

English Native

Spanish Beginner

MY CAREER



● Senior Title Agent, Surface and Mineral Title at Red River Title Research Group (3.4 Years)

● Title Agent, Oil and Gas Research at Frontier Basin Land Services (3.2 Years)

● Junior Title Agent, Surface and Mineral Research at Cimarron Energy Abstracting (2.4 Years)

Performed supervised and independent title research for defined tracts, progressing from basic vesting searches into complete chain work. Organized source materials, prepared preliminary graphics, and surfaced unresolved ownership issues for senior examiner review.

- Researched county records for surface and mineral assignments under senior examiner supervision.
- Examined deeds, **leases**, assignments, probate documents, and clerk records for **ownership** evidence.
- Organized **source documents** and notes so examiners could trace conclusions to supporting instruments.
- Prepared initial flowcharts and **deed plots**, revising layouts after examiner feedback.
- Flagged missing instruments, inconsistent descriptions, and estate issues before unsupported conclusions reached reports.
- Developed efficient online search habits across county systems while protecting client information and deadlines.

PROJECTS

Multi State Mineral Title Research Program 📅 2023

Supported recurring oil and gas assignments across multiple states by combining online ownership research, production history, title protocols, and clear client deliverables.

Remote Title Quality Review Workflow 📅 2022

Improved review readiness through organized source files, focused gap notes, ownership checks, and corrections across reports, flowcharts, plats, and deed plots.

LEADERSHIP & AWARDS

- Selected as a peer reviewer for complex title files requiring ownership, plotting, and report corrections.
- Recognized by senior examiners for dependable chain documentation and early identification of unresolved title gaps.
- Entrusted with changing remote assignments and varied client protocols during high volume delivery periods.

EDUCATION

Bachelor's Degree in Business Administration

Oklahoma State University 🎓 GPA: 3.5 📅 2017 📍 Stillwater, OK

Coursework: *Business law, real estate principles, information systems, operations management*

CERTIFICATIONS

- CityVerse Title Reporting Training 📅 2023
- Title Protocol and Document Examination Training 📅 2020

TECHNICAL SKILLS

- **Title Research:** Vesting title, surface title, mineral title
- **Record Sources:** County records, probate files, District Clerk records
- **Conveyance Documents:** Deeds, leases, assignments
- **Production Records:** Production history, oil records, gas records
- **Reporting Platforms:** CityVerse, client title software, title reports
- **Ownership Graphics:** Flowcharts, plats, deed plots
- **Legal Analysis:** Legal descriptions, reservations, conveyed interests
- **Quality Review:** Peer review, interest calculations, source verification
- **Field Coordination:** Field Agent requests, courthouse research, gap resolution
- **Work Practices:** Title protocols, remote operations, deadline management

PROFESSIONAL AFFILIATIONS

- Oil and gas title research professional community, focused on surface and mineral ownership records.
- Remote title operations teams, collaborating with Field Agents and peer reviewers on deliverable accuracy.

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST