

Zayd Willis

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SUMMARY

Right of way and **real property acquisition** professional with 6 years and 2 months of progressive experience supporting transportation and public infrastructure projects. Skilled in landowner negotiations, appraisal review, deeds, easements, title research, ownership history, plats, parcel documentation, database records, engineering plan interpretation, and legal coordination. Experience includes acquisition and disposition activities, schedule and budget tracking, public communication, customer service, and resolution of unsettled parcel issues. Communicates project needs and appraisal information clearly, with tact and discretion, helping property owners make informed decisions. Coordinates effectively with engineers, surveyors, attorneys, municipal staff, **elected officials**, and project managers. Brings organized case management, accurate correspondence, practical knowledge of **right of way standards**, and familiarity with federal and state land acquisition requirements.

EXPERIENCE

Senior Right of Way Specialist

August 2023 - Present

Northfield Land Services

Rochester, MN

Senior specialist supporting transportation acquisition and disposition work, with ownership of parcel files, landowner contact, legal coordination, and delivery schedules. Guides case progress from research through documented resolution while helping project teams protect budget, schedule, and public trust.

- Negotiated acquisition terms with landowners using appraisal findings, supporting timely **parcel delivery** for **transportation projects**.
- Researched **ownership history**, plats, **land records**, and title issues before preparing acquisition documents.
- Prepared deeds, easements, correspondence, reports, and recording ready parcel files for legal review.
- Coordinated engineers, surveyors, attorneys, and project managers around schedules, budgets, and unsettled parcels.
- Maintained **database records** and queries, giving stakeholders dependable status information during active acquisition work.
- Explained project needs and appraisal concepts to property owners with patience, clarity, and tact.
- Supported condemnation matters by organizing case records and communicating developments with **legal counsel**.

Right of Way Agent

July 2021 - July 2023

Cedar Plains Infrastructure

Mankato, MN

Managed right of way assignments for public infrastructure projects, combining land research, negotiation, document preparation, public contact, and schedule tracking. Built practical judgment through direct work with property owners, agencies, counsel, and technical teams.

- Negotiated **real property** interests with owners and representatives, documenting agreements and unresolved concerns accurately.
- Reviewed appraisal materials against parcel conditions, helping explain compensation discussions during owner meetings.
- Interpreted **engineering drawings** and plans to connect proposed improvements with affected property interests.
- Prepared standardized communications, deeds, **easements**, reports, and **correspondence** for acquisition milestones.
- Tracked parcel delivery against project schedules and budgets, helping teams address delays before delivery dates.
- Maintained records in databases and queries, preserving ownership research and communication history for review.
- Coordinated **public agencies**, municipal staff, and project representatives during acquisition and **disposition** activities.

Real Property Specialist

July 2020 - June 2021

Prairie Title & Acquisition

Owatonna, MN

Supported foundational title, appraisal, and acquisition work for public project parcels, building dependable habits in research, documentation, **customer service**, and stakeholder communication. Developed a practical base for broader right of way responsibility.

- Researched land records, **plats**, ownership history, and title concerns for prospective acquisitions.
- Organized parcel files with **deeds**, easements, correspondence, **reports**, and supporting property information.
- Assisted **appraisal review** by comparing conclusions with documented parcel conditions and acquisition requirements.
- Answered property owner questions clearly, escalating sensitive matters for senior staff and legal review.
- Updated database records and query results, keeping project information accessible for case decisions.
- Reviewed **engineering plans** and parcel information, identifying documentation gaps before team review.

PROJECTS

Transportation Parcel Acquisition Review 📅 2024

Reviewed parcel records, ownership history, plats, appraisal materials, and engineering plans for a transportation acquisition workflow. Organized findings into clear case documentation that supported informed negotiation and timely team review.

Unsettled Parcel Case Support 📅 2023

Organized correspondence, deeds, easements, title materials, and project records for unsettled parcels. Created a clear reference trail for counsel, project managers, and acquisition staff during formal resolution work.

LEADERSHIP & AWARDS

- Recognized by project leadership for dependable parcel coordination and clear stakeholder status updates.
- Selected for senior right of way responsibilities after building trusted relationships with owners, counsel, and technical teams.
- Received positive client feedback for patient explanations of appraisal findings and project impacts.

EDUCATION

Bachelor's Degree in Real Estate and Urban Studies
Minnesota State University, Mankato GPA: 0
Coursework: Real property acquisition, urban planning, land use, appraisal principles

2020
Mankato, MN

CERTIFICATIONS

- Minnesota Real Estate Salesperson License 2021
- Right of Way Acquisition Training 2022

TECHNICAL SKILLS

- **Right of Way Documentation:** Deeds, easements, correspondence
- **Property Research:** Land records, plats, ownership history
- **Acquisition Methods:** Negotiation, appraisal review, disposition
- **Legal Acquisition:** Condemnation, legal counsel, testimony
- **Project Records:** Database records, queries, case files
- **Transportation Plans:** Engineering drawings, parcel plans, project schedules
- **Stakeholder Relations:** Landowners, public agencies, elected officials
- **Communication Tools:** Reports, letters, standardized communications
- **Property Analysis:** Title issues, appraisal interpretation, parcel review
- **Compliance Knowledge:** Right of way standards, federal requirements, state requirements

SKILLS

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|-----------------------|---------------------|------------------------|------------------------|
| • Negotiation | • Land records | • Engineering plans | • Condemnation support |
| • Appraisal review | • Ownership history | • Public communication | • Legal coordination |
| • Deeds and easements | • Plats | • Customer service | • Schedule tracking |
| • Title research | • Database queries | • Parcel delivery | |

PROFESSIONAL AFFILIATIONS

- Minnesota real estate professional community, connecting with practitioners focused on property transactions and public project needs.
- Transportation project stakeholder networks, collaborating with engineers, surveyors, attorneys, agencies, and municipal staff.

LANGUAGES

- English (Native)
- Spanish (Beginner)

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST