



Zayd Willis

Right of Way Agent

📞 507-555-6182 ✉️ zayd.willis@example.com

🌐 linkedin.com/example/zaydwillis 📍 Rochester, MN 55901

STRENGTHS

- 🗨️ **Tactful Negotiation**
During owner discussions, explained appraisal findings plainly and kept difficult conversations respectful, helping preserve working relationships.
- 🔍 **Parcel Research**
Title questions often surfaced early. Careful review of plats, records, and ownership history helped teams act with confidence.
- ♥️ **Clear Documentation**
Prepared deeds, easements, reports, and correspondence that gave reviewers a reliable record and reduced avoidable follow up.
- 💬 **Public Communication**
Property owners received patient answers about project needs and appraisal concepts, making meetings more productive and less stressful.
- ☰ **Project Coordination**
When schedules shifted, kept parcel status visible across teams so engineers, counsel, and managers could respond quickly.

SKILLS

Negotiation Appraisal review

Deeds and easements

Title research Land records

Ownership history Plats

Database queries

Engineering plans

Public communication

Customer service Parcel delivery

Condemnation support

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

Northfield Land Services 📅 August 2023 - Present 📍 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

Cedar Plains Infrastructure 📅 July 2021 - July 2023 📍 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.

Legal coordination

Schedule tracking

LANGUAGES

English Native

Spanish Beginner

MY CAREER



- Senior Right of Way Specialist at Northfield Land Services (3.1 Years)
- Right of Way Agent at Cedar Plains Infrastructure (2 Years)
- Real Property Specialist at Prairie Title & Acquisition (11 Months)

- 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

Prairie Title & Acquisition 📅 July 2020 - June 2021 📍 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 📅 2020 📍 Mankato, MN

Coursework: Real property acquisition, urban planning, land use, appraisal principles

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

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.

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST