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Patrick S. Worker

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EDUCATION

Acme University, City, State

Bachelor of Arts in Political Science, Criminal Justice May 2015

EXPERIENCE

ABC PRODUCTION COMPANY

In house Land Administration Analyst (vis ACME LANDSERVICES)

Current Day

- Reviewing, approving, and categorizing various documents involving legal contracts and property purchases
- Land, Parcel, Landowner, and Land Interest review and research
- Maintaining and organizing large business asset acquisitions records
- Use of systems such as Salesforce, Quorum, Enertia, LexisNexis, Microsoft Office, Adobe, Agile, Power BI among others

ACME MIDSTREAM

In House Land Administration Analyst (vis ACME LANDSERVICES)

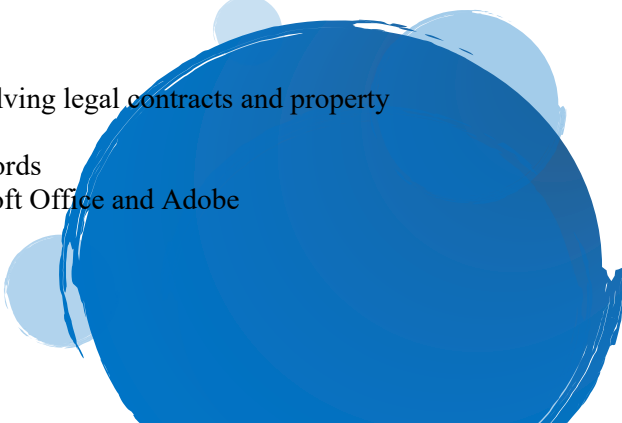
October 2018- December 2019

- Reviewing, approving, and categorizing various agreements, easements, leases, contracts, title opinions and property purchases and their digital formatting
- Maintaining and organizing large business asset acquisitions records
- Owner Relations, reviewing property owner requests, questions and concerns and providing detailed resolution
- Use of systems such as Quorum, LexisNexis, and Microsoft Office and Adobe

ABC PRODUCTION COMPANY

In house Land Administration Analyst (vis ACME LANDSERVICES)

November 2017-October 2018

- Reviewing, approving, and categorizing various documents involving legal contracts and property purchases
 - Maintaining and organizing large business asset acquisitions records
 - Use of systems such as Salesforce, Quorum, Enertia and Microsoft Office and Adobe
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XYZ Energy

In house Land Administration Analyst (vis ACME LANDSERVICES)

May 2017-November 2017

- Reviewing, approving, and categorizing various documents involving legal contracts and property purchases
- Maintaining and organizing large business asset acquisitions records
- Use of systems such as Salesforce, Quorum, Microsoft Office, and Adobe

Acme House Youth Services.

City, State

Assistant Supervisor of Shelter and High Impact Program

May 2014 – 2016

- Coordination and Planning of at-risk youth counseling, monitoring, and training programs
- Development and implementation of therapeutic programs and group home enhancement
- Responsible for presentations of programs in court
- Development and administration of new staff in areas such as
 - Job Knowledge
 - Techniques of Interaction and Restraint Training
 - Documentation and distribution of prescription medications
- Development, construction, and policy design of trauma therapy and sensory rooms

Acme University Political Science and Criminal Justice Dept. City, State

Student Researcher and Presenter at Acme Criminal Justice Association Fall 2012 – Fall 2014

- *Researcher and presenter for case study of Wrongful Convictions and Recidivism Rates*
- *Researcher and Presenter of Legalization of Marijuana in Theory and Application*

ADDITIONAL INFORMATION

Technical Skills: MS Office, Multiple state level clearances and training courses

Core Competencies: Organizational abilities, budgeting techniques, efficient decision-making skills, analytical reasoning, client relations, problem solving, oral communication and presentation

Patrick S. Worker

INVESTIGATIVE ANALYSIS • DATA ANALYTICS

📍 S. City, State 📞 555.555.5555 ✉️ PatWorker5555@gmail.com in [linkedin.com/in/patrickworker](https://www.linkedin.com/in/patrickworker)

About

Creative problem-solver with a background in investigative analysis and data management and analytics. Passionate about analytical reasoning and critical thinking. Dedicated to exceeding expectations through excellent time management, organization, decision-making, and critical thinking skills. Skilled in budgeting techniques and customer service. Strong communicator who thrives on solving problems in results-driven and collaborative environments committed to a growth mindset.

Summary of Skills

Contract Negotiation

- Served as lead negotiator with prospective landowners.
- Located, negotiated and successfully closed land sales—sometimes out-of-state or cross-country—that prior colleagues were unable to close.

Critical Analysis

- Consistently trusted to handle complex tasks requiring advanced critical analysis and data comprehension.

Customer Service

- Trusted to directly negotiate financial compensation on behalf of clients.

Data Management & Analytics

- Maintained and organized large business asset acquisition records while ensuring data integrity.
- Regularly exceeded the targeted data analysis completion rate by 15%.
- Solely handled tens of thousands of business and acquisition data and legal agreement reviews to be prepared for migration and integration, meeting all project timelines.

Investigative Analysis

- Investigated and located landowners in the event of missing persons of interest.
- Conducted investigations of delinquent incidents ranging from contraband, attempted runaways, violent intent, and self-harm.

People Management

- Onboarded and trained new team members in the process and technology needed to complete tasks.

Core Competencies

Hard Skills

Analytical Reasoning • Budget Management • Contract Negotiations • Customer Service • Data Analytics • Data Cleaning • Data Interpretation • Investigative Analysis • Process Development/Improvement • Project Management • Quality Assurance • Research Methods

Soft Skills

Collaboration • Communication • Critical Thinking • Customer Focused • Growth Mindset • Innovation • Leadership • Multitasking • Negotiation • Problem Solving • Public Speaking • Time Management

Computer Skills

Adobe • Agile Insights • Enertia • LexisNexis • Microsoft Office (Word, Excel) • PowerBI • Quorum • Salesforce • Trailhead • Tungeston

Professional Experience

Acme Land Services • City, State

2016 — Present

An oil and gas land company offering on-site services to companies in State #1, State #2, and State #3.

Land and Leasing Analyst

- Provide on-site support to a variety of natural gas clients including ABC Corporation, Acme Midstream Corporation, and XYZ Energy (now owned by ABC Corporation).
- Part of an on-site data cleaning project team with a directive to analyze, review and organize nominal and financial data valued at several hundred million dollars. Data includes legal and transactional land, parcel, landowner and land interest agreements dating back to the pre-1900s, all of which require provisional review, analysis and interpretation.
- Responsible for reviewing, approving, categorizing and digitizing agreements, easements, leases, contracts, title opinions, and property purchases. Provide owner relations support by reviewing property owner requests and providing detailed resolutions for questions and concerns.

Acme House Youth Services • City, State

2014 — 2016

Nonprofit organization focused on housing, counseling and behavioral therapy for juvenile delinquents and youth suffering with mental health issues.

Assistant Supervisor, Shelter and High Impact Program

- Originally hired as a youth worker, was the youngest staff member to be promoted to assistant supervisor. Responsible for training staff, scheduling, timesheet review and approvals, and court appearances to testify on behalf of defendants. Coordinated and planned counseling, monitoring and training programs for at-risk youth.
- Redesigned and implemented counseling and treatment protocol and programs, ultimately increasing success rate of programs.

Acme University Department of Political Science & Criminal Justice • City, State

2012 — 2014

A public university that is part of the Acme State System of Higher Education and accredited by the Middle States Commission on Higher Education.

Student Researcher and Presenter, Acme Criminal Justice Association

- Researched and presented case study titled “Wrongful Convictions and Recidivism Rates.”
- Researched and presented on “Legalization of Marijuana in Theory and Application.”

Education

Acme University

Bachelor of Arts, Political Science

City State

ABC University

Introduction to Computer Science (in progress)

Online