

Jeremiah Odom

I began a survey career at a young age working during the summers, and land surveying out of high school. During this time, I also began working with project managers who showed me how to become a leader, as well as learning the office and network side of management. This led me to the path of becoming a field manager within my previous organization. Within my career as a field manager I learned management techniques, acted as human resources in terms of hiring, laying employees off, dismissing and drug testing. I made decisions on equipment purchases, handled inventory, managed a yearly budget and acted as equipment inspector. I am currently looking for a position where I can use my skillset to manage, evaluate and make necessary decisions.

My college background is in organizational leadership and management, and the Masters program I recently completed is in Management and Leadership. Both degrees tie into change management, SWOT analysis, statistical analysis, drawing conclusions and inferring from known facts and making logical solutions.

- Managing personnel, hiring and recruiting new employees
- Drug screening, employee counseling,
- Proficient in computer networking, MS Office, scheduling software, time management software
- Very knowledgeable with survey equipment and software particularly Trimble equipment and conventional survey equipment not only RTK/GPS
- History as a leader of multiple teams, good with time management
- A long background of field survey as well as office leadership
- Ability to work on the go, with little to no supervision
- I can and in the past have implemented and run a good safety program
- Marketing and Client Relations, gets along easily with others
- Proficient in 3D modeling software with ability to learn more
- A background in fleet maintenance and inspection as the Field Operations Leader

Work Experience

Survey Specialist III

TxDOT

October 2018 – Present

Duties:

Maintaining a safe work environment

Communicating effectively

Understanding Technical Data

Project management: Seeing through the day to day issues that can arise when handling multiple projects, along with assisting others with their projects when necessary.

Research legal deeds, documentation and ownership

Writing legal descriptions at the request of the Dallas District Surveyor

Review survey data within Microstation and similar Computer Aided Drafting software

Review Parcels, Right Of Way mapping projects and similar consultant created data for the use of TxDOT

Review consultant bids and level of effort, when necessary adjusting time based on previous field and office experience bidding prospective work

Working with consultants to come up with Level of Effort that both the consultant and TxDOT are comfortable with

Maintaining a watchful eye on consultants, making sure they are completing tasks within the time agreed upon, and if not resolving any issues that could be delaying them when possible

Creating, modifying, and proofreading Work Authorization data to avoid issues when sending up the chain of command.

Researching and reviewing information from the library for office and consultant use

Assisting and leading coworkers with their projects, helping with question related to subject matter that I may have more history in. Such as Legal and Parcel Plat review, legal description review, ROW map review, field work, and bidding due to prior field and office experience outside of TxDOT

Using TxDOT Connect and DCIS to review defined project limits, project data and required details to complete work authorizations etc.

Working with Word, Excel, Outlook and the entirety of the MS Office Suite

Using google earth and other mapping software to review aerial images and evaluate data

Writing Business Case Memos, working directly with the Right Of Way Agents to make sure Legal documents and data that comes in is what they need and the information is correct

Cedar Creek Firearms

July 2018-Current

In addition to my position at TxDOT, I own a small firearms business.

Real world experience in SWOT (Strengths, Weaknesses, Opportunities, and Threats) analysis

Ability to manage tight budgets
Create business plans
Manage Payroll
Evaluate technical and financial information
Follow Federal and State Mandates and Laws
Record Federal Books and manage them in accordingly
Understand Technical Data
Analyze data to solve issues such as inventory management
Internal audits to make sure all Federal Laws are followed
Manage daily operations
Ordering
Dealing with customers

Survey Technician

Gorrondona & Associates May

2016 to September 2018

Duties:

CAD and Carlson Software usage

Processing field data

Drawing deed sketches, plats, utility plans

Managing the Dallas office's Safety program

Weekly meetings on upcoming and in coming work

Field Crew Scheduling

Field Crew Management, handling the employee day to day workloads and projects

Project Management

Working with the utilities department to make sure that jobs are done correctly

Keeping a safe work environment

Ordering Equipment and Supplies, Keeping an office inventory

Scheduling out of town field work, hotel rooms and pulling per diem when necessary

Fleet control, keeping records of oil changes on company vehicles

Inventory Management, keeping track of GPS, Conventional and other survey equipment valued at well over one million dollars

Crew Chief

Gorrondona & Associates

March 2016 to May 2016

Duties:

Field Topographic surveys as a one man crew

Processing field data

Managing field equipment and truck

Training Instrument men and rodmen

Daily field notes and entering time

Report at end of day work progress

Proper Planning and scheduling

Field Crew Coordinator/Field Operations Manager Shreveport/Midland Office

Fenstermaker

2012 to 2016

Duties:

Fleet management, evaluation, purchasing, repairs and QA/QC

Evaluate repairs to heavy equipment and trucks

Interviewing and hiring employees

Drug Testing

Evaluations

Disciplinary action, including dismissal, write-ups and when necessary layoffs

Training employees

Time Approval

Maintenance on over all company vehicles and all-terrain vehicles

Daily tracking report of equipment

Daily reporting of field crew progress and future field crew work
Inventory tracking and control
Updating company software
Writing proposals and bids for upcoming jobs
Scheduling crews, hotels, per diem and budgets
Reporting to home office with day to day progress, keeping Gantt chart up to date
Scheduling vacation time
Checking with office project managers for upcoming work, return visits to jobs and meeting clients
Use of spreadsheets, office suite software, survey software, tracking software
When necessary go in the field as additional help
Managed up to 40 field crews
Be a liaison between the home office and clients and potential clients

Party Chief

Fenstermaker

2007 to 2012

Duties:

Worked without supervision for most of my time 200 plus miles away from the home office
Met with clients reviewed work, made necessary changes as requested
Equipment maintenance
Daily time records
Weekly briefings on workload
Calculate amount of time required to complete jobs
Train new employees
Schedule with clients on meeting times/dates for upcoming work
Boundary and oil and gas surveys
Review and process field data

Instrument man

Fenstermaker

2005 to 2006

Duties:

Learn the Fenstermaker way of surveying

Teach those newer than me survey and how to use equipment

Learn GPS survey equipment

Keep track of supplies in company truck

Keep company fleet vehicles clean

All standard instrument man duties

Education

Masters of Science in Management and Leadership

Western Governors University, Austin- Completed October 2019

Bachelors of Arts and Applied Sciences

Organizational Leadership, May 2019 - Texas A&M Commerce

High School Diploma 2001

Hall Summit High School

Hall Summit, LA