JESSE COCKRELL

Perryton, TX | Open to Fully Remote Roles | 318-816-1221 | jesse@jessebydesign.com | jessebydesign.com

PROFESSIONAL SUMMARY

Operations, acquisitions, and client relations professional with experience spanning real estate, insurance, administrative operations, education, healthcare, and logistics. Skilled in managing client pipelines, negotiating transactions, maintaining CRM and compliance documentation, and coordinating cross-functional workflows in remote environments. Strong written communication, technical aptitude, independent problem-solving, and rapid adoption of new systems.

CORE COMPETENCIES

Land Acquisition & Seller Relations • Negotiation & Contract Support • CRM & Pipeline Management • Administrative & Executive Support • Remote Operations • Customer Service • Documentation & Compliance • Project Coordination • Data & Records Management • Microsoft Office & Google Workspace

PROFESSIONAL EXPERIENCE

Dreamland Properties LLC | **Land Acquisitions Specialist** *Remote | 2026*

- Managed land acquisition opportunities from initial seller contact through qualification, negotiation, contract preparation, and transaction handoff.
- Conducted seller outreach and follow-up by phone, SMS, CRM, and automated communication platforms while maintaining detailed opportunity records.
- Reviewed property information, comparable sales, acreage, ownership details, and seller expectations to support pricing and negotiation strategies.
- Negotiated purchase price, contract terms, earnest money deposits, closing timelines, and other transaction considerations directly with property owners.
- Prepared and revised purchase and sale agreements and coordinated documentation for title and closing processes.
- Developed internal process documentation and supported educational and property-focused marketing content for Facebook, Instagram, and LinkedIn.

Perryton Independent School District | **Substitute Teacher** *Aug 2025 - 2026*

- Delivered instruction across multiple classrooms while maintaining schedules, documentation, and faculty communication in fast-changing environments.

Higginbotham Insurance | **Account Management / CSR** *2023*

- Managed customer accounts, billing, payments, documentation, reporting, and service needs while maintaining compliance and accuracy across multiple systems.

Allstate Insurance | **Account Management** *2023*

- Handled audits, deposits, reporting, customer communications, policy servicing, and data accuracy within regulated insurance systems.

D5 Family Holdings | **Administrative Assistant / Account Management** *2022 - 2023*

- Provided scheduling, payroll processing, document organization, CRM data entry, tax documentation, and support for confidential multi-department workflows.

Covenant Transportation & Logistics | **Class A Fleet Driver** *2021 - 2022*

- Maintained regulatory logs, compliance documentation, scheduling, and communication with dispatch and operations teams.

Elite Medical | **Certified Nurse Aide** *2016 - 2021*

- Maintained patient records and compliance documentation while coordinating with clinical staff in high-responsibility care environments.

EDUCATION

Full Sail University | **Bachelor of Science, Entertainment Business (In Progress)** Current GPA: 3.98

Full Sail University | **Associate Degree, Entertainment Business & Marketing** | **2025** GPA: 3.98 • Salutatorian

Northwestern Oklahoma State University | **Nursing Coursework** | **2016 - 2019** CNA, CMA, CPT, CPCT; Certificate in Grief Counseling

Texas ChalleNGe Academy | **High School Diploma** | **2015**