

---

## Auto Title Clerk Resume

---

### Job Objective

Seeking an Auto Title Clerk position in a stable company where I can use my skills to benefit the company.

---

### Summary of Qualifications:

---

- Proficient in DMV documentation requirements
  - Highly knowledgeable with handling the computer
  - Excellent multi-tasker without losing attention to detail
  - Excellent Customer Service traits
  - Excellent oral and written communication skills
- 

### Work Experience:

---

Auto Title Clerk, May 2004 – Present  
Mid-Atlantic Finance Company, Allison Park, PA

- Made notes regarding vehicle contracts and title numbers from acquisitions, newly funded business and any relevant data concerning the status of missing car titles in accordance with to MAF standards.
- Processed title applications, repossession forms and other necessary paperwork.
- Released lien and titles according to company principles.
- Managed the receipt, release, and organization of titles and contracts.
- Performed clerical duties including communicating with clients.
- Handled registration for cars to be titled and submitted data to the state's Department of Motor Vehicles.
- Processed warranties and prolonged vehicle service contracts as required.
- Handled vehicle sales, payoff checks for new cars, and trade ins.

Auto Title Clerk, March 2002– April 2004  
Wiesner Inc., Allison Park, PA

- Handled telephone reception tasks.
  - Handled used and new cars for registration in the state in which they will be titled.
  - Managed legal paperwork concerning titles to Department of Motor Vehicles.
  - Double-checked the right lien holder paid off prior to handling title applications.
  - Took care of payoff checks for trade-ins.
  - Organized and monitored out-of-state titles.
  - Organized and monitored all pending title work.
  - Informed management regarding the status of any missing or problem titles.
  - Provided the titles for all wholesalers who settled payments in full.
  - Arranged stock cards for used cars.
- 

### Education:

---

Associate Degree in Accounting, Houston Community College, Houston, TX

[Build your Resume Now](#)