
Escrow Officer Resume

Job Objective

Pursuing an Escrow Officer position in which my skills, special training and experience will positively impact the organization in meeting end goals.

Work Experience:

Escrow Officer, August 2005 – Present
First American Corporation, South Bend, IN

- Established and documented new escrow accounts in compliance to established policies and procedures.
- Determined requirements and completed real estate escrow transactions.
- Obtained clear title by ordering title reports; resolved title defects.
- Established escrow account by depositing funds; maintained records.
- Prepared transaction documents and reviewed other documents.
- Completed calculations by prorating taxes and interest.
- Completed closing transaction documents.

Escrow Officer, May 2000 – July 2005
Title Resource Group, LLC, South Bend, IN

- Managed closing caseload and coordinated closings with lenders, builders, agents, buyers, sellers and all other parties of interest.
 - Addressed and clear conditions that may be discovered in the title search including but not limited to payoffs, liens, judgments, and probate matters.
 - Obtained clearance and approval from lenders.
 - Ordered updates from the underwriter and determined clearance to close.
 - Performed closing, disbursed the transaction, initiated wires, issued policies, and forwarded closed package to lender.
 - Prepared and distributed final closing statements and title.
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Summary of Qualifications:

- Outstanding experience in handling escrow transactions
 - Sound knowledge of I-Closings and Escrow
 - Solid understanding of reconciling escrow files, receipt and disbursement of funds
 - Proficient in Escrow Base software, MS Office Suite – Excel, Word and MS Access
 - Strong organizational and customer service skills
 - Excellent communication skills both orally and written
 - Ability to write routine reports and correspondence
 - Ability to calculate figures and amounts such as discounts, interest
 - Superior mathematical and analytical skills
 - Outstanding ability to effectively close 30 to 45 files a month
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Education:

Bachelor's Degree in Business Administration, Newberry College, Newberry, SC

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