
Title Clerk Resume

Job Objective

Seek a Title Clerk position where I can apply my experience and efficiently contribute to the company's growth.

Work Experience:

Title Clerk

Wyndham International, Bakersfield, CA

May 2004 – Present

- Administered title and registration work to include, initiating, receiving and processing title applications, receipts; and complete release of liens etc.
- Performed entries, reconciliations, and researched outstanding issues regarding the Tax and Title general ledger.
- Processed all new and used vehicles for registration in the state in which they will be titled.
- Verified the corrected lien holder paid off before processing title applications..
- Compiled and maintained a complete list of all outstanding title works.

Title Clerk

Air Force Federal Credit Union, Bakersfield, CA

March 2002– April 2004

- Administered to signs over titles for all wholesalers who have paid in full.
 - Reported to management on the status of any missing and problem titles.
 - Prepared stock cards for used vehicles.
 - Processed title documentation in a timely, accurate, and reliable manner.
 - Researched vehicle titles and resolved issues in a timely manner.
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Summary of Qualifications:

- Good understanding of title requirements in every state
 - Wide knowledge of State Tax Codes
 - Ability to read and comprehend instructions and information
 - Ability to prepare title and registration documents on a timely basis
 - Ability to prepare tax and title documents
 - Ability to multi-task in a fast-paced environment.
 - Strong attention to detail.
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Education:

Associate Degree in Commerce

Houston Community College, Houston, TX

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