
Title Officer Resume

Job Objective

Seeking employment as a Title Officer Want opportunity to use my past expertise to better the organization as a whole.

Highlights of Qualifications:

- Remarkable experience with commercial real estate title searching and examining
 - Ability to evaluate, learn and implement modern title production systems
 - Ability to review surveys and perform survey readings
 - Ability to read and map all real property legal description types
 - Good understanding of title insurance and the industries underwriting practices
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Professional Experience:

Title Officer
Quicken Loans, Los Angeles, CA
August 2005 – Present

- Maintained non-judicial and judicial foreclosure files.
- Developed profitable client relationships.

Title Officer
First American Corporation, Los Angeles, CA
May 2000 – July 2005

- Scrutinized title for title insurance transactions.
 - Evaluated title evidence and coached title examination staff.
 - Assured compliance with underwriting guidelines.
 - Aided as intermediary to underwriter and enforced process improvement.
 - Outlined apt write-ups for commitments.
 - Coordinated in business development activities.
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Education:

High School Diploma
Jupiter High School, Jupiter, FL

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