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## Title Processor Resume

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### Job Objective

To join a well-established company as a Title Processor in which my past experience will help me excel.

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### Highlights of Qualifications:

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- Substantial experience in commercial title processing, license and tile background
  - Deep knowledge of title production procedure, policies and industry standards
  - Operational knowledge of APPRO concerned title information along with form retrieval completion
  - Wide knowledge of title loan documentation requirements
  - Familiarity about report retriever, smart collector and title loan document requisites
  - Proficient in ADD, Zeus, Miser, FDI and Tranzact tracking system
  - Ability to concentrate on existing activities even during distraction in office environment
  - Ability to work with flexibility where every day task focus changes based on volume
  - Excellent typing and data entry skills
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### Professional Experience:

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#### Title Processor

Bluegreen Corporation, Baldwin Park, CA

August 2007 – Present

- Interacted and worked with different lenders, creditors and recording offices to attain real estate related information before final closure.
- Processed title and prepared documents in alliance with company standards.
- Created closure statements utilizing lender instructions, loan figures and other important information.
- Received, arranged and prepared warehouse pre-closing loan packages.
- Utilized electronic and manual mode to prepare final documents.
- Assisted Title Officers with title processing complying with set policies within their operating area.
- Managed different administrative functions and activities within operational area.

#### Title Processor

Veterans United Home Loans, Baldwin Park, CA

May 2004 – July 2007

- Verified Manufacturer Statement of Origin (MSO) for correctness and identified apposite documentation to record accurate vehicle registration details.
  - Verified and analyzed status of vehicle to ascertain apt renewal method.
  - Created, reviewed and sent appropriate paperwork to L&T and DMVs services.
  - Reviewed legal and routine searches that are recorded in system.
  - Verified and cleared liens, adjunction and collected other requisites as needed for title commitments and closing instruction from lender.
  - Provided and administered decal, plate and inventory for vehicle document registration.
  - Ensured to sign as well as notarize required affidavits and documents duly filled.
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### Education:

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Bachelor's Degree in Accounting

Columbus State University, Columbus, GA

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