
Vehicle Title Clerk Resume

Job Objective

To secure the position of Vehicle Title Clerk that will allow me to utilize acquired skills and experience.

Work Experience:

Vehicle Title Clerk
Copart, Inc., Sacramento, CA
May 2004 – Present

- Maintained dealer plate log & dealer plat registrations.
- Reviewed all delivered deal for missing and incomplete paperwork.
- Ensured to document manual checks for out-of-state DMV accurately in log book.
- Managed on-line manual registrations; and assigned used car stock numbers.

Vehicle Title Clerk
The Army Civilian Corps, Sacramento, CA
March 2002– April 2004

- Created open title list and assisted customers with any questions and problems.
 - Processed vehicle titles with precise accuracy; and researched vehicle titles and resolved issues in a timely manner.
 - Verified and cut payoff checks.
 - Ensured to meets company timelines in processing titles and resolving title issues.
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Summary of Qualifications:

- Working knowledge of DMV documentation
 - Ability to understand and follow corresponding state title processing guidelines
 - Ability to maintain a positive and professional demeanor
 - Proficiency in data entry, word processing, filing, copying and other duties
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Education:

Associates degree in Accounting
Community College of Rhode Island, Warwick, RI

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