



HARPER LEWIS

Title Assistant

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www.qwikresume.com

PROFESSIONAL SUMMARY

Dynamic Title Assistant with 7 years of experience in title management and compliance. Expertise in conducting comprehensive title searches, resolving discrepancies, and ensuring regulatory adherence. Proven ability to enhance operational efficiency while delivering exceptional service to clients and stakeholders. Passionate about maintaining accuracy and fostering collaborative relationships in a fast-paced environment.

WORK EXPERIENCE

Title Assistant Mar / 2020-Ongoing
Quantum Solutions LLC Phoenix, AZ

- Collaborated with realtors and lending institutions to procure research materials, resolving discrepancies in title data.
- Managed daily deposits in the internal accounting system and executed remote check deposits with accuracy.
- Maintained a current and certified title plant by entering essential data from public records.
- Utilized Microsoft Office Suite to generate documents and statistical reports for management, analyzing order volume and turnaround times.
- Provided clients with detailed insights on services, products, and pricing, fostering strong relationships.
- Communicated updates and coordinated with internal departments to ensure timely delivery of services.
- Created and documented invoices, ensuring accurate receipt and application of customer payments.

Sr. Title Assistant Mar / 2018-Mar / 2020
Silver Lake Enterprises Seattle, WA

- Resolved title issues regarding conveyance, ensuring accurate and complete title transfers.
- Maintained extensive communication with law firms to address and resolve title discrepancies.
- Conducted thorough examinations of titles, evaluating issues and determining processing eligibility.
- Reviewed property documents to assess their impact on title status based on real property law.
- Managed deed processing and file reviews prior to preparing Satisfaction of Mortgages and Modification Agreements.
- Handled a high volume of external calls, providing exceptional customer service and support.

EDUCATION

Associate of Applied Science in Business Mar / 2016-Mar / 2018
City College Seattle, WA

Focused on business administration with an emphasis on office management and customer service.

SKILLS



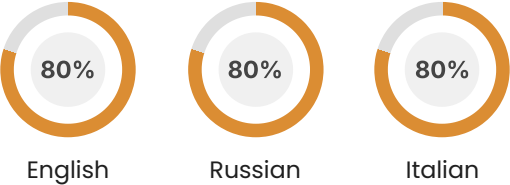
INTERESTS

- Podcasts Language Learning
Dancing Cycling

STRENGTHS

- Intuition Leadership
Listening Mentorship

LANGUAGES



ACHIEVEMENTS

- Successfully processed over 500 title transactions annually, ensuring compliance with regulatory standards.
- Resolved 95% of title issues within 24 hours, enhancing client satisfaction and operational efficiency.