

ROBERT SMITH

Title Searcher

info@qwikresume.com | [LinkedIn Profile](#) | [Qwikresume.com](#)

Seeking a Title Searcher with 1 year of experience in Assembling title packages, searches for tax documentation or performing other research related to escrow and title closings, etc.,.

EXPERIENCE

Title Searcher

ABC Corporation - NOVEMBER 2003 - FEBRUARY 2003

- Prepared lists of all legal instruments applying to a specific piece of land and the buildings on it.
- Examined documentation such as mortgages, liens, judgments, easements, plot books, contracts, and agreements in order to verify factors such as properties legal descriptions, ownership, or restrictions.
- Read search requests in order to ascertain types of title evidence required and to obtain descriptions of properties and names of involved parties.
- Copied or summarized recorded documents, such as mortgages, trust deeds, and contracts, that affect property titles.
- Examined individual titles in order to determine if restrictions, such as delinquent taxes, will affect titles and limit property use.
- Prepared reports describing any title encumbrances encountered during searching activities, and outlining actions needed to clear titles.
- Researched and established chain of title for 60 year and current owner title searches.

Title Searcher

Delta Corporation - 1998 - 2003

- Search titles Accomplishments Attracted and retained clients Skills Used Accuracy and speed.
- Research and document retrieval on real estate properties Determine interest and regulations concerning properties.
- Title Searcher Gathered & analyzed property records.
- Compiled chain of title needed to produce title insurance reports.
- Title Searcher Searched three courthouse departments for title commitment on mortgages, deeds, land contracts, and mortgage assignments.
- Search Tennessee counties check for paid taxes research updates prepare documents needed for commitment.
- Searched in various counties, purchases and refinances for residential and commercial properties Searched Cook County properties using

the various title .

EDUCATION

- G.E.D

SKILLS

Title Express, Soft pro, Land ex Retrieval, Researching Skills.