



# AVA DAVIS

## Title Specialist

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## PROFESSIONAL SUMMARY

Results-oriented Title Specialist with 10 years of experience in title research, issue resolution, and regulatory compliance. Expert in collaborating with clients and stakeholders to ensure efficient title transfers and mitigate risks. Driven to enhance operational efficiency and provide unparalleled service in the real estate sector.

## WORK EXPERIENCE

### Title Specialist/Co-ordinator

📅 Jan / 2018-Ongoing

Quantum Solutions LLC

📍 Phoenix, AZ

1. Conducted thorough reviews of closing documents and utilized risk analysis to resolve title issues for foreclosures and refinances.
2. Provided training on productivity and time management, enabling the team to handle high-volume workloads effectively.
3. Supervised an offshore team, ensuring adherence to daily workflows and operational standards.
4. Recognized for exceptional title review speed and accuracy, enhancing overall team performance.
5. Received multiple performance-based raises and selected to lead an offshore group due to proven leadership skills.
6. Managed time effectively while balancing supervision, reviews, teamwork, and title research.
7. Assisted clients with legal title inquiries, expertly abstracting and analyzing deeds, mortgages, and easements.

### Title Specialist

📅 Jan / 2015-Jan / 2018

Crescent Moon Design

📍 Portland, OR

1. Processed and reviewed documents related to mortgage and title transactions to ensure accuracy and compliance.
2. Verified the validity of documents post-foreclosure referral, including mortgages, deeds, and tax records.
3. Drafted letters for mortgage companies outlining outstanding issues on properties for resolution.
4. Collaborated with clients and external entities to address and resolve title-related issues promptly.
5. Maintained communication with banks and lenders to meet their procedural requirements effectively.
6. Worked with team leads to assess and enhance processes for improved office efficiency, aiding the transition to a paperless environment.

## EDUCATION

### Bachelor of Science in Business Administration

📅 Jan / 2012 - Jan / 2015

University of Phoenix

📍 Seattle, WA

Focused on real estate principles and regulatory compliance.

## SKILLS

### Workflow Optimization



### Legal Research



### Title Curative



### Data Analysis



### Customer Relationship Mgmt



## INTERESTS

🎮 Gaming

👜 Fashion

🎬 Film

💻 Technology

## STRENGTHS

⚖️ Fairness

↔️ Flexibility

➔ Forward-thinking

❤️ Gratitude

## LANGUAGES



English



German



French

## ACHIEVEMENTS

- ★ Successfully resolved complex title issues, resulting in a 30% reduction in processing time.
- ★ Streamlined title examination processes, improving workflow efficiency by 25%.
- ★ Trained and mentored new team members, enhancing team productivity and knowledge retention.