
Title Examiner Resume

Job Objective

To secure a position as Title Examiner with reputable company seeking energetic and highly motivated employee.

Highlights of Qualifications:

- Profound knowledge of local filing requirements, recording fees, and abstracting procedures
 - In-depth knowledge of surveys and plotting metes and bounds
 - Working knowledge of basic real estate title concepts
 - Familiarity with abstracts, examinations, document retrieval, surveys, plat maps and tax data
 - Proficient with Title Software (ATIDS, Doubletime, and Redvision), Microsoft Office, Internet Explorer
 - Ability to communicate professionally, both verbally and in writing
 - Ability to work in an accurate, detail-oriented and highly productive manner
 - Ability to maintain accurate individual records and logs
 - Excellent Typing and Data Entry skills
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Professional Experience:

Title Examiner, August 2005 – Present
Self Opportunity, Asheboro, NC

- Researched public records and examined titles ranging in complexity to determine status of title and established chain of title.
- Reviewed and analyzed deeds, deeds of trust mortgages, easements, judgments, tax assessments, mineral reservations and other applicable instruments.
- Verified vesting and encumbrances to title.
- Prepared worksheets and title reports.
- Analyzed typed reports and addendums for accuracy and forwarding to Legal Staff & Support Staff.

Title Examiner, May 2000 – July 2005
Kforce, Asheboro, NC

- Typed Commitments, Policies, Ownership and Encumbrances Reports.
 - Researched public records to determine quality of ownership and encumbrances of real property.
 - Resolved post closing title issues.
 - Analyzed restrictions and prepared report outlining restrictions and actions required to clear title.
 - Prepared and issued policy that guarantees legality of title.
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Education:

High School Diploma, Yerba Buena High School, San Jose, CA

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