

Aisha Patel

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SUMMARY

Detail-oriented and motivated graduate with a Bachelor's in Business Administration, specializing in real estate and title examination. Proficient in research, analysis, and utilizing technology to ensure accurate title assessments. Eager to apply strong analytical skills and attention to detail in an Entry Level Title Examiner role.

EXPERIENCE

Intern - Title Examiner

Jun 2021 - Dec 2021

ABC Title Company, Phoenix, AZ

- Reviewed and analyzed over 300 title documents, reducing processing time by 30%
- Assisted in resolving title discrepancies, leading to a 15% decrease in customer disputes
- Utilized specialized software for title searches, ensuring compliance with state regulations

Real Estate Assistant

Jan 2020 - May 2021

XYZ Realty Group, Phoenix, AZ

- Supported the real estate team in preparing and reviewing closing documents for over 100 transactions
- Coordinated with title companies and clients to gather necessary documentation, improving turnaround time by 25%
- Conducted market research and property assessments to assist in property valuations

Administrative Assistant

Sep 2018 - Dec 2019

Local Property Management Firm, Phoenix, AZ

- Maintained organized records for over 500 properties, enhancing retrieval efficiency by 40%
- Facilitated communication between tenants and property owners, improving tenant satisfaction ratings
- Streamlined office processes by implementing digital filing systems

EDUCATION

Bachelor of Science in Business Administration

May 2018

Arizona State University, Tempe, AZ • GPA: 3.7

SKILLS

Technical Skills: Title Research, Document Analysis, Regulatory Compliance, Property Valuation

Tools & Frameworks: TitlePro, NetDirector, Microsoft Office Suite