

Aaliyah Patel

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SUMMARY

Detail-oriented Escrow Officer with over 5 years of experience in facilitating real estate transactions. Proven track record of managing escrow accounts efficiently, ensuring compliance, and delivering exceptional customer service.

EXPERIENCE

Escrow Officer

Jan 2022 - Present

ABC Escrow Services, Los Angeles, CA

- Successfully closed over 300 transactions annually, achieving a 98% customer satisfaction rate.
- Reduced transaction processing time by 20% through implementation of streamlined workflows.
- Maintained accurate records and compliance with state and federal regulations using EscrowPro software.

Assistant Escrow Officer

Jun 2018 - Dec 2021

XYZ Title Company, Los Angeles, CA

- Assisted in the closing of real estate transactions worth over \$50 million.
- Developed effective communication strategies that improved client follow-ups by 30%.
- Utilized SoftPro and TitleCapture to manage escrow accounts efficiently.

Escrow Processor

May 2016 - May 2018

123 Escrow Agency, Los Angeles, CA

- Processed over 200 escrow files, ensuring accuracy and compliance with regulatory standards.
- Implemented a new filing system that reduced retrieval time by 40%.
- Collaborated with real estate agents and lenders to resolve issues swiftly, enhancing service delivery.

EDUCATION

Bachelor of Science in Finance

May 2018

University of California, Los Angeles, Los Angeles, CA • GPA: 3.7

SKILLS

Technical Skills: Escrow Management, Real Estate Transactions, Regulatory Compliance, Customer Service

Tools & Frameworks: EscrowPro, SoftPro, TitleCapture