

Aisha Patel

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SUMMARY

Detail-oriented and results-driven Title Examiner with over 5 years of experience in title research and examination. Proven track record in identifying discrepancies and ensuring compliance, contributing to a 30% reduction in title clearance time.

EXPERIENCE

Title Examiner

Jan 2022 - Present

ABC Title Services, Phoenix, AZ

- Conducted thorough title searches for over 200 properties per month, ensuring 99% accuracy in title reports.
- Streamlined the title examination process, resulting in a 25% decrease in turnaround time for title reports.
- Utilized TitleWave software to generate comprehensive reports and analyze property ownership histories.

Junior Title Examiner

Aug 2018 - Dec 2021

XYZ Title Agency, Tempe, AZ

- Assisted in examining title documents for over 150 transactions monthly, enhancing team efficiency by 20%.
- Developed training materials for new examiners, improving onboarding time by 15 hours per new hire.
- Collaborated with attorneys and real estate agents to resolve title discrepancies, resulting in a 40% reduction in litigation cases.

Title Clerk

Jun 2016 - Jul 2018

Statewide Title Co., Mesa, AZ

- Processed and verified title documents for over 100 properties weekly, achieving a 98% satisfaction rate from clients.
- Implemented a digital filing system that reduced paper usage by 60% and improved document retrieval time.
- Maintained compliance with state regulations, contributing to zero compliance-related penalties during tenure.

EDUCATION

Bachelor of Science in Business Administration

May 2018

Arizona State University, Tempe, AZ • GPA: 3.7

SKILLS

Technical Skills: Title Research, Legal Description Analysis, Property Records Examination, Title Insurance Processes

Tools & Frameworks: TitleWave, EaglePro, Microsoft Office Suite