

Jasmine Patel

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SUMMARY

Detail-oriented Senior Title Examiner with over 8 years of experience in title searching and examination. Proven expertise in identifying title defects and resolving complex legal issues, contributing to a 30% reduction in processing time and ensuring compliance with state regulations.

EXPERIENCE

Senior Title Examiner

Jan 2022 - Present

National Title Agency, San Francisco, CA

- Reviewed and examined over 1,000 title documents leading to a 25% increase in accuracy and reducing claim risks by \$500,000 annually.
- Implemented a new streamlined process for title searches that decreased turnaround time by 35%, enhancing client satisfaction.
- Collaborated with legal teams to resolve complex title issues, resulting in a successful 98% approval rate on complicated title insurance policies.

Title Examiner

Jun 2018 - Dec 2021

Premier Title Services, Los Angeles, CA

- Conducted thorough title searches and examinations on residential and commercial properties, achieving a 99% accuracy rate.
- Developed training materials for junior examiners, improving overall team efficiency by 20%.
- Successfully managed a portfolio of high-value transactions worth over \$100 million, ensuring meticulous compliance with state and federal regulations.

Title Assistant

Apr 2015 - May 2018

XYZ Title Company, San Diego, CA

- Assisted in the preparation and review of title documents, which contributed to a decrease in processing errors by 15%.
- Supported senior examiners in resolving title defects, enhancing issue resolution speed by 30%.
- Managed title orders using TitlePro and SoftPro, improving order tracking efficiency.

EDUCATION

Bachelor of Science in Business Administration

May 2018

University of California, Berkeley, Berkeley, CA • GPA: 3.7

SKILLS

Technical Skills: Title Search and Examination, Risk Analysis, Legal Compliance, Problem Solving

Tools & Frameworks: TitlePro, SoftPro, LandVision