

Jasmine Patel

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SUMMARY

Detail-oriented Title Examiner with over 5 years of experience in real estate title analysis and examination. Proven track record in identifying discrepancies and ensuring compliance with legal regulations, resulting in a 30% decrease in title disputes.

EXPERIENCE

Senior Title Examiner

Jan 2022 - Present

ABC Title Company, Los Angeles, CA

- Reduced title search processing time by 25%, increasing overall operational efficiency.
- Identified and resolved title defects worth over \$500,000, safeguarding client interests.
- Utilized Tidal and SoftPro software for comprehensive title searches and report generation.

Title Examiner

Jun 2018 - Dec 2021

XYZ Title Services, San Diego, CA

- Conducted meticulous examinations of property titles, resulting in a 15% improvement in compliance accuracy.
- Collaborated with legal teams to resolve complex title issues, enhancing client satisfaction ratings by 20%.
- Implemented a new digital filing system that reduced retrieval times by 40%.

Junior Title Examiner

Jan 2016 - May 2018

123 Title Agency, San Francisco, CA

- Assisted in processing over 150 title orders monthly, ensuring timely closings.
- Developed training materials for new examiners, contributing to a 30% decrease in onboarding time.
- Performed preliminary title searches using TitlePro, enhancing the team's productivity.

EDUCATION

Bachelor of Science in Business Administration

May 2018

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

SKILLS

Technical Skills: Title Examination, Legal Research, Property Law, Risk Assessment

Tools & Frameworks: SoftPro, Tidal, TitlePro