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| **WAYNE W. WAGNER**  1831 NE 61st Ave., Portland, OR. 97213 • Tel: 503-234-1220 • waynewagner@clear.net | |
| **SUMMARY** | |
| Seasoned, articulate and visionary professional with over 20 years' proven experience in:   * Escrow * Title * Curative Matters * Foreclosure | |
| **WORK HISTORY**  **Title Officer *Portland, Oregon***  ***NEXTITLE Sept 2011 to Present***   * Provide technical administrative support in accordance to the Oregon Foreclosure chronology process of Non-Judicial Foreclosure and Judicial Foreclosure of Deeds of Trust; reconcile and perfect foreclosure documents. * Foreclosure Abstract order processing, REO Title Curative, Recording and REO Closing Coordination * Perform all curative functions in support of clearing titles for escrow branches, legal counsel, courts and the public. * Assist in complex actions to quiet title, eliminating abstract legal obstacles to sale and development | |
| **Senior Escrow Officer** Lawyers Title (subsidiary of LandAmerica Title) | Portland, Oregon  Apr 2005 to Feb 2010 |
| * Promoted organizational policies, the quality of its products and its reputation through client educational presentations. * Maintained accurate accounting of funds and transaction details in documented form. * Handled all types of escrow transactions including commercial, residential, condominium projects, refinance, simultaneous exchange transactions, multi residential properties, REO's, holding escrows, short sales and new construction. * Obtained clear title by ordering title reports; resolving title defects; satisfying existing liens and encumbrances against property or principals. * Coordinated home sales/closings between sellers, buyers, real estate agents, mortgage brokers, and attorneys. * Balanced, released, recorded and funded loan and sale transactions in a timely and efficient manner. | |
| **Title Officer** LandAmerica Title (formerly Transnation Title) | Portland, Oregon   May 1995 to Apr 2005 |
| * Reviewed legal documentation for proper execution to ensure compliance with deadlines * Resolved all problem files and communications from escrow officers, attorneys, realtors, developers and court offices. * Continuously updated documentation in database systems to ensure clear visibility into the status of pending and closed files. * Conferred with realtors, lending institutions, buyers, sellers, contractors, surveyors, and courthouses to insure future marketability of titles; thereby increasing revenues. * Assisted in complex actions to quiet title, eliminating abstract legal obstacles to sale and development. * Assisted in office reorganization, downsizing and changes in work production due to new technologies. Determined, processed and proofread escrow, title and courthouse documentation to ensure legal execution. | |
| **Title Examiner** Transnation Title Insurance Company | Portland, Oregon  Mar 1986 to May 1995 |
| * Prepared lists of all legal instruments applying to a specific piece of land and the buildings pertaining to it. * Examined property titles in order to determine if restrictions affect titles and limit property use. * Read search requests in order to ascertain types of title evidence required and to obtain descriptions of properties and names of involved parties. * Examined and summarized recorded legal documents in order to verify factors affecting the chain of title. * Prepared title reports describing any title encumbrances encountered during searching activities, and outlining actions needed to clear titles. * Entered into databases appropriate data needed to create new title records or updated existing ones. * Researched and examined challenging multiple ownership situations. * Communicated with right-of-way departments to produce research for private and public transportation agencies. | |
| **EDUCATION**  **Portland Community College** Portland, OR  Paralegal Studies Projected Graduation Spring- 2013 | |
| **Oregon Escrow Council** Escrow 1,2 & 3 | Portland, OR |
| **Linfield University** Computer Information Systems Course Work | Portland, OR |
| **Eastern Washington University** Bachelor of Arts, History | Cheney, WA. |
| **SOFTWARE/SYSTEM SKILLS** | |
| * Microsoft Office Suite * TIMMS - PDX chain of title software * OJIN - Oregon online state court system * Softpro | |
| **CERTIFICATIONS** | |
| * Notary Public | |