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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 * Management * Sales | |
| **WORK HISTORY** | |
| **Senior Escrow Officer** Lawyers 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. * Determined, processed and proofread escrow, title and courthouse documentation to ensure legal execution. * 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. * Branch Manager in a high-volume closing environment. * 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. * Responsible for recordings and branch post-closing issues after completion of disbursement. * Helped to recruit, train and manage a staff of escrow officers and support staff. * Worked with senior management to implement and maintain strategies in the prevention of title and escrow claims. | |
| **Title Officer** LandAmerica Title | Portland, Oregon  May 1995 to Apr 2005 |
| * Performed all curative functions in support of clearing titles for escrow branches, legal counsel, courts and the public. * 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. * Trained plant personnel on problem solving, error reduction and title issues. * Assisted in complex actions to quiet title, eliminating abstract legal obstacles to sale and development. * Assisted in office reorganization, moves, downsizing and changes in work production due to new technologies. | |
| **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** | |
| **Oregon Escrow Council** Escrow 1,2 & 3 | Portland, OR  Sep 2004 to Nov 2006 |
| **Linfield University** Computer Information Systems Course Work | Portland, OR  Feb 1996 to Apr 2001 |
| **Eastern Washington University** Bachelor of Arts, History | Cheney, WA.  Sep 1980 to Apr 1983 |
| **SOFTWARE/SYSTEM SKILLS** | |
| * Microsoft Office Suite * TIMMS - PDX chain of title software * OJIN - Oregon online state court system * Various Escrow software programs | |
| **CERTIFICATIONS** | |
| * Notary Public | |