

ALANA R MCKEEL

412 Scottsdale Drive • Coraopolis, Pennsylvania 15108 •
Cell: (724) 312-7299 • alanamckeel@hotmail.com

CAREER PROFILE

Dedicated professional with experience in the financial and real estate services industries
Proven ability to manage multiple tasks and meet strict deadlines
Possess superior customer service and communication skills
Detail oriented, highly motivated and resourceful
Proficient in Word, Excel, and Outlook

EDUCATION

B.S. Business and Hospitality Management, Robert Morris University	Moon, Pennsylvania	2005
--	--------------------	------

PROFESSIONAL EXPERIENCE

CURATIVE TEAM LEAD

- Monitor partner pipelines, turn times, client satisfaction and partner performance
- Examine and remedy title issues including probate, liens, deed chains, land contracts, etc to provide marketable title to lenders and borrowers
- Resolve closing, funding, and post-closing issues to minimize exposure and exceed customer satisfaction

CURATIVE

- Examined title, credit, taxes to provide clear title for lenders and homeowners
- Relied upon by management to train new staff
- Frequently did refresher training daily with team members on curative subjects
- Managed full pipeline of manufactured homes while meeting detitling guidelines pre and post close
- Assisted management with escalations and high-profile clients
- Assist in creating new processes for the curative process

EMPLOYMENT HISTORY

AMROCK

Title Curative Analyst

Coraopolis, Pennsylvania

December 2017-April 2022

SERVICELINK

Team Lead - Title Curative

Coraopolis, Pennsylvania

December 2009-December 2017

STAY AT HOME MOTHER

Las Vegas, Nevada

January 2009-December 2009

PAC SUN

Assistant Manager

Pittsburgh, Pennsylvania

November 2007-January 2009

TEXAS ROADHOUSE

Server

Monaca, Pennsylvania

May 2005-November 2007

EAT N' PARK

Assistant Manager

New Castle, Pennsylvania

May 2005-February 2006

DEVELOPER EXPERIENCE

HTML
CSS
RESPONSIVE DESIGN

VOLUNTEER EXPERIENCE

MCCA	Coraopolis, PA	2013-2018
Food Pantry	Aliquippa, PA	2018-2020