

# Beatrice Jane Summey

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## OBJECTIVE

Current business and web development student seeking employment with experience in delivering exceptional customer service for over fifteen years.

## EDUCATION —

### **Cleveland County Community College, Shelby, NC**

- Current Student, part-time
- Associate in Business Administration;
- Certificate in Computer Science Foundations.

Current GPA 4.0

Estimated Graduation 2025

### **Kenzie Academy, Online School**

- Current Student, part-time
- Full Stack Web Development Student

Estimated Graduation October 2023

### **Cumberland High School, Cumberland, VA, 2007**

- Advanced High School Diploma

## EXPERIENCE

*November 2018 – Current Position*

Policy Specialist II • Stewart Title Guaranty Company

*February 2018 – November 2018*

Underwriter • Closure Title

*August 2017 – February 2018*

Policy Specialist I • Stewart Title Guaranty Company

*October 2016 - August 2017*

Legal Assistant • Stott, Hollowell, Palmer, & Windham, LLP

*April 2016 – October 2016*

Foreclosure Paralegal • Albertelli Law

*February 2016 – April 2016*

Foreclosure Paralegal • Rogers Townsend & Thomas

*May 2015 – December 2015*

Real Estate Paralegal • Lutzell, Broadway & Associates

*February 2015 – May 2015*

Post Closing Specialist • Deephaven Mortgage(Temp. Job)

*May 2014 – February 2015*

Post Closer • Thomas & Godley, PLLC

*February 2014 – May 2014*

Loan Servicing Specialist • Wells Fargo (Temp. Job)

*March 2012 – December 2013*

Closing Specialist • Boston National Title

*September 2007 – March 2012*

Legal Assistant • James P. Baber Law Office

## KEY SKILLS —

Time Management  
Customer Service  
Problem Solving  
Critical Thinking  
JavaScript  
HTML  
CSS  
GitHub  
Visual Studio Code  
Microsoft Office Suite

At each job, I was tasked with helping homeowners, realtors, lenders and attorneys with the closing process from start to finish. Whether it was handling a closing, meeting deadlines, solving title issues that may have arisen during the search process and handling them in a timely manner. Currently I oversee maintaining the premiums and office income spreadsheets for our North Carolina direct issue operation and submitting all income reports to corporate for monthly and weekly remittances.

Current: Notary Public (NC); Title Insurance License(s):NC, SC, & VA.

## AWARDS

- Phi Theta Kappa – Member Since 2022
- National Technical Honor Society – Member Since 2023

## LEADERSHIP

Den Leader – Pack 101, Shelby, NC – Boy Scouts of America  
Coach, YMCA, McAdenville, NC

## REFERENCES

- Kathryn Harrison, Former Manager 803.904.2661
- Emily Kneipp, Personal Acquaintance, 20+ years 757.751.4867
- Ingrid Sell, VP Senior Loan Officer, Village Bank, VA 804.419.2811