

Rami Shoula

Title Insurance Coordinator

👤 Profile

Experienced Title Insurance Coordinator with advanced skills communicating and working with realtors, lenders, buyers, and sellers. Bringing forth in-depth knowledge of Title Reports and closing procedures. Extremely knowledgeable about all real estate procedures, laws, and markets. Committed to providing clients with a smooth and stress free closing transaction for buyers, sellers, and real estate agents.

📁 Employment History

Title Insurance Coordinator at Judicial Title, White Plains

June 2015 — September 2019

- Assisted clients and real estate professionals with resolving clearance of all files prior to closing.
- Ensured a clear title, and secured lien payoffs, mortgages, real estate tax balances, and more.
- Utilized optimal customer service skills with realtors, lenders, investors, buyers, Sellers, attorneys, and underwriters.
- Remained up to date about relevant laws and regulations.
- Prepared legal documents for clients and proceedings.
- Input applications, recorded documents, and completed final title policies.

Title Insurance Coordinator at Realrise, New York

July 2013 — May 2015

- Effectively communicated with lenders, real estate offices, and service companies to obtain the information needed for the closing.
- Prepared settlement sheets and all documents for closings.
- Verified accuracy of lender packages.
- Prepared and amended closing policies, and finalized title bill to reflect any changes or updates.
- Scheduled and assisted with all closing processes.

🎓 Education

Associate of Communications, Marymount College, White Plains

September 2010 — May 2019

High School Diploma, Rockville High School, Rockville

September 2006 — June 2010

📄 References

Todd Mahan from Judicial Title

tmahan@judicialtitle.org · 914-545-8976

Lydia Holtz from Weichert Realtors

Details

romioshoula@gmail.com

Skills

Knowledge of Clearing Title Processes

Real Estate Procedures

Commercial Transactions

Coordinating Skills

Computer Based Research Programs

Knowledge of Relevant Laws and Regulations

Languages

English

Chinese

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Abraham Ming from Realrise

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