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| 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 HistoryTitle 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. |  |  |  | | --- | --- | |  | EducationAssociate of Communications, Marymount College, White Plains September 2010 — May 2019 High School Diploma, Rockville High School, Rockville September 2006 — June 2010 |  |  |  | | --- | --- | |  | ReferencesTodd Mahan from Judicial Title [tmahan@judicialtitle.org](mailto:tmahan@judicialtitle.org) · 914-545-8976 Lydia Holtz from Weichert Realtors [holtz.l@weichertnyc.com](mailto:holtz.l@weichertnyc.com) · 212-744-5499 Abraham Ming from Realrise [ming@realrise.org](mailto:ming@realrise.org) · 212-328-4377 | | DetailsSkills  |  |  | | --- | --- | | 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 | | |  |  | |