




Johnathan Hayes

Real Estate Title Examiner

CONTACT

-  (555) 123-4567
-  johnathan.hayes@gmail.com
-  United States, Dallas, TX

EDUCATION

2011 - 2015

Bachelor of Science in Real Estate and Property Management

University of Texas at Austin, United States


Title Examiner Certification

National Association of Land Title Examiners and Abstractors (NALTEA),
Certification Date: June 2020

Real Estate Law Certification

Texas Real Estate Commission (TREC),
Certification Date: July 2016

AWARDS

-  Employee of the Year, Dallas Title Company, 2022

LANGUAGES

- English (Native)
- Spanish (Fluent)

PROFESSIONAL SUMMARY

Detail-oriented Real Estate Title Examiner with over 10 years of experience in reviewing reports, researching public records, and ensuring compliance with local property laws. Skilled in analyzing legal documents, identifying title defects, and ensuring the clear transfer of property ownership.

EXPERIENCE

Senior Real Estate Title Examiner 2020 - Now
Dallas Title Company, United States

- Examine public records, deeds, mortgages, and other documents to ensure proper title transfer for real estate transactions.
- Identify any defects or issues with the title and communicate findings to relevant parties, such as lawyers or lenders.
- Coordinate with insurance companies to provide the necessary information for issuing title policies.
- Train junior examiners on best practices, legal requirements, and industry standards.

Real Estate Title Examiner 2015 - 2020
Houston Property Records, United States

- Conducted comprehensive research of title documents, ensuring accuracy and consistency with property records.
- Verified legal ownership and existing liens to confirm clear titles for property transactions.
- Communicated directly with clients, real estate agents, and lenders to address issues and resolve discrepancies.
- Managed high-volume projects, ensuring timely completion of title reports for closing deadlines.

SKILLS

Title search and examination	★★★★★
Legal document analysis	★★★★★
Property records research	★★★★★
Title insurance processes	★★★★★
Conflict resolution and negotiation	★★★★★
Knowledge of local property laws	★★★★★
Strong communication and collaboration skills	★★★★★