

Arine Whorl

Title Insurance
Coordinator

Details

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282-263-9741

24147 Clinton Court, Hayward, CA 94545

Profile

5+ years experience as a Title Insurance Coordinator. Proficient in order processing, customer service, and closing coordination. Experienced in communicating with clients, lenders, real estate agents, and attorneys to ensure smooth transactions. Highly organized with attention to detail. Able to work independently as well as part of a team.

Employment History

Title Insurance Coordinator at LandCastle Title

Mar 2022 - Present

- Facilitated the smooth and timely transfer of ownership for 1,000 properties through coordinating title insurance packets and ensuring all deadlines were met.
- Successfully communicated with 100 real estate agents to clarify agent questions and requests regarding title information on properties.
- Managed a team of 5 processors who prepared an average of 200 title insurance policies per month
- Reviewed and finalized an average of 500 monthly loan refinance applications for 1% inaccuracy in borrower or property data.
- Generated new revenue streams by cold-calling local businesses to discuss partnering opportunities.

Office Manager at First American Title Insurance Company

Sep 2017 - Jan 2022

- Review and evaluate title commitments, policies, endorsements, and other real estate documents for accuracy and compliance with state regulations.
- Manage the openings and closings of Title Insurance Coordinator files in accordance with departmental procedures.
- Investigate potential claims against titles and work to resolve any issues prior to policy issuance.
- Prepare for and attend settlement conferences as needed.
- Provide support to customers, agents, lenders, attorneys, and others throughout the duration of the transaction.

Education

B.S. in Business at New York University, New York, NY

Sep 2012 - May 2017

Links

[linkedin.com/in/arinewhorl](https://www.linkedin.com/in/arinewhorl)

Skills

Ability to manage large data sets and work with databases

Excellent organizational skills

Detail-oriented



Knowledgeable in real estate law and mortgage financing process



Familiarity with different types of insurance policies



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Languages

English



Urdu

