



RACHEL THOMAS

Title Abstractor

 (555) 789-0123

 rachel.thomas@gmail.com

 Chicago, IL

Professional summary

Highly detailed and results-driven Abstractor with experience in preparing accurate and comprehensive property abstracts for real estate transactions. Adept at analyzing complex property records, identifying potential title issues, and presenting clear, actionable reports to support clients' decision-making processes.

Experience

2018 - Now

Senior Abstractor

Chicago Abstracting Services, IL

- Conduct extensive property searches to create in-depth abstracts that summarize title history, ownership details, liens, judgments, and encumbrances for real estate transactions.
- Review and analyze public records such as deeds, mortgages, court orders, and tax liens to ensure a clear and marketable title.
- Implement new systems for improving report accuracy and efficiency, reducing document review time by 20%.
- Provide expert advice and guidance to clients regarding the implications of potential title defects or unresolved issues.
- Maintain thorough records of abstracted properties to support future title searches and legal inquiries.

2015 - 2018

Title Searcher

Falls Title Agency, Chicago, IL

- Conducted thorough title searches using public databases, property records, and historical documents to gather necessary information for title reports.
- Worked closely with legal teams to verify the completeness and accuracy of all legal documents related to property transactions.
- Developed expertise in using title search software and public record databases to expedite search processes and minimize errors.

Education

Associate Degree in Business Administration, Chicago Community College, IL

Graduated: May 2015

Certified Title Examiner, National Association of Land Title Examiners and Abstractors (NALTEA)

Certification Date: June 2022

Real Estate Law Certification, Illinois Real Estate Commission

Certification Date: August 2020

Skills

Expertise in researching legal and historical property documents. ★★★★★

Skilled in preparing detailed abstracts. ★★★★★

In-depth understanding of title searching. ★★★★★

Familiar with public records, court orders, deeds, and other legal documents. ★★★★★

Strong ability to identify discrepancies in records. ★★★★★

Proficient in using title research and document management software. ★★★★★

Excellent organizational skills to manage large volumes of complex data. ★★★★★

Languages

■ English (Native)

■ Spanish (Conversational)