

Earna Balian

Title Examiner

✉ earna.balian@gmail.com

☎ (292) 547-6161

📍 County Road K, Chapman, NE 68827

EDUCATION

High School Diploma at Lincoln High School

Sep 2013 - May 2017

I've learned how to read and write, do math, and use computers.

LINKS

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

SKILLS

Title Searches

Title Examinations

Land Records Research

Document Drafting and Review

Real Estate Closings

Escrow Services

Customer Service

LANGUAGES

English

Indonesian

HOBBIES

Organizing

Crafting

Reading

PROFILE

I have over 5 years of experience as a Title Examiner. I am extremely detail-oriented and have a keen eye for spotting errors. I am also very efficient in my work and can usually get the job done quickly and accurately.

EMPLOYMENT HISTORY

● Title Examiner at National Title Research Company, NE

Apr 2022 - Present

- Negotiated and settled over 100 title disputes.
- Resolved complex issues related to land ownership.
- Worked with clients to ensure a smooth and efficient transaction process.
- Maintained a high level of accuracy in all work products.
- Demonstrated expert knowledge of real estate law.

● Title Examiner II at Midland Title Research Corporation, NE

Aug 2017 - Feb 2022

- Reviewed an average of 60 files per day, ensuring accuracy and completeness of title information.
- Examined an average of 30 title documents per day, verifying legal descriptions and property ownership.
- Reviewed and updated 50 customer files per week, keeping accurate records of all changes.
- Investigated 5 potential title issues per week, providing clear and concise reports to customers.
- Answered an average of 15 customer inquiries per day via phone and email.

CERTIFICATES

Certified Title Examiner

Dec 2020

Certified Residential Real Estate Appraiser

Jul 2019

MEMBERSHIPS

American Land Title Association

National Association of Realtors