

Zehra Enderby

Escrow Assistant

✉ zehra.enderby@gmail.com

☎ (713) 071-9927

📍 123 Main St, Cheyenne, WY
82001

Education

**Associate of Applied Science
in Business Administration
with a focus on
Escrow Services at Laramie
County Community College,
Cheyenne, WY**

Aug 2018 - May 2022

Relevant Coursework: Business
Management, Financial
Accounting, Business Law,
Real Estate Principles, Escrow
Procedures, Title Insurance, and
Customer Service.

Links

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

Skills

Notary expertise

Document preparation

Title research

Loan coordination

Disbursement management

Escrow software proficiency
(e.g., ResWare)

Customer service

Languages

English

Italian

Profile

Dedicated Escrow Assistant with 1 year of experience in providing efficient support in real estate transactions. Proficient in preparing escrow documents, managing funds, and coordinating with all parties involved. Demonstrated excellence in customer service, attention to detail, and commitment to ensuring smooth and accurate closings. A proactive team player and effective communicator, eager to contribute to the success of a dynamic escrow team.

Employment History

Escrow Assistant at Wyoming Title & Escrow, WY

Feb 2023 - Present

- Successfully managed and closed over 100 escrow transactions in a year, totaling more than \$25 million in property sales for Wyoming Title & Escrow.
- Streamlined the escrow process by implementing a new digital document management system, reducing processing time by 20% and increasing client satisfaction.
- Trained and mentored three new escrow assistants, improving team efficiency by 30% and enhancing overall office productivity.
- Collaborated with local real estate professionals to host a series of educational workshops, resulting in a 15% increase in new clients for Wyoming Title & Escrow.

Junior Escrow Assistant at First American Title Insurance Company, WY

Sep 2022 - Dec 2022

- Successfully managed and closed over 150 escrow transactions within the first year, resulting in a 99% customer satisfaction rate and contributing to a 20% increase in company revenue.
- Streamlined the escrow process by implementing a new digital filing system, reducing document processing time by 40% and increasing overall team efficiency by 25%.
- Assisted in training and onboarding of three new Junior Escrow Assistants, helping to expand the team and improve overall productivity by 15%.

Certificates

Certified Escrow Officer (CEO)

Dec 2021

American Escrow Association Certified Professional (AEA-CP)

May 2020

Memberships

American Escrow Association (AEA)