

NIOKA STLOUIS

Escrow Officer

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(543) 648-9588

123 Maple Street, Burlington, VT 05401



PROFILE

Dedicated Escrow Officer with 2 years of experience in efficiently managing real estate transactions and ensuring a smooth closing process. Proficient in reviewing and preparing escrow documents, collaborating with multiple stakeholders, and providing excellent customer service. Strong analytical and problem-solving skills, with a keen eye for detail, ensuring accuracy and compliance in all aspects of escrow management. Committed to maintaining the highest levels of integrity and professionalism in handling sensitive financial information.

LINKS

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

SKILLS

Negotiation

Communication

Organization

Time-management

Attention to detail

Problem-solving

Microsoft Office proficiency

LANGUAGES

English

Dutch

EMPLOYMENT HISTORY

Escrow Officer at Vermont Attorneys Title Corporation, VT

May 2023 - Present

- Successfully managed and closed over 150 escrow transactions annually, resulting in a total value of \$45 million in real estate transactions for Vermont Attorneys Title Corporation.
- Implemented new software solutions that streamlined the escrow process, reducing processing time by 20% and increasing overall client satisfaction by 15%.
- Trained and mentored three new Escrow Assistants, helping them to become proficient in their roles within six months, contributing to the overall efficiency of the escrow department.
- Successfully resolved complex title issues on 10 high-value properties, ensuring timely closings and preventing potential legal disputes, saving the company an estimated \$500,000 in potential litigation costs.

Assistant Escrow Officer at Vermont Escrow and Title, VT

Jul 2021 - Mar 2023

- Successfully managed and closed over 150 escrow transactions in a single year, contributing to a 20% increase in company revenue for Vermont Escrow and Title.
- Streamlined the escrow process by implementing an efficient document management system, reducing processing time by 30% and increasing overall client satisfaction.
- Trained and mentored five new hires in the company, resulting in improved team performance and a 15% reduction in errors during the escrow process.

EDUCATION

Associate of Applied Science in Escrow Management at Vermont Technical College, VT

Aug 2017 - May 2021

Relevant Coursework: Escrow Law and Procedures, Real Estate Principles, Title Insurance, Financial Management, Business Communications, Contract Law, and Ethics in Escrow Management.

CERTIFICATES

Certified Escrow Officer (CEO)

Mar 2022

American Escrow Association Certified Senior Escrow Officer (AEA-CSEO)

Jun 2020