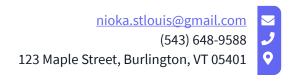
# **NIOKA STLOUIS**

**Escrow Officer** 



#### **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

#### **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