

Rozella Koyfman

Title Officer

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☎ (272) 817-1908
📍 123 Main St, Rapid City, SD 57701

EDUCATION

Bachelor of Arts in Business Administration with a concentration in Title Insurance at University of South Dakota, Vermillion, SD
Aug 2016 - May 2021
Relevant Coursework: Title Insurance, Risk Management, Real Estate Law, Property Transactions, Business Ethics, Financial Accounting, Marketing, and Organizational Behavior.

LINKS

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

SKILLS

TitleSearch
EscrowManagement
DocumentAnalysis
LegalCompliance
RiskAssessment
CustomerService
SoftProSoftware

LANGUAGES

English
Mandarin

HOBBIES

Genealogy research
Photography

PROFILE

Detail-oriented Title Officer with 2 years of experience in accurately reviewing and processing title commitments, ensuring compliance with industry regulations, and providing exceptional customer service. Proficient in researching property records and resolving title issues, while collaborating effectively with internal and external stakeholders. Adept at managing multiple tasks and deadlines, with a strong commitment to delivering efficient and accurate title services to clients.

EMPLOYMENT HISTORY

- Title Officer at First Dakota Title, SD**
Mar 2023 - Present
 - Successfully completed over 500 title searches and examinations within a year, ensuring timely and accurate property transactions for clients at First Dakota Title, SD.
 - Streamlined the title review process by implementing a new organizational system, reducing turnaround time by 20% and increasing overall team efficiency.
 - Led a training program for new hires, resulting in a 30% increase in their productivity within their first three months on the job, contributing to the growth and success of First Dakota Title, SD.
- Associate Title Officer at Black Hills Land & Title, SD**
Sep 2021 - Feb 2023
 - Successfully managed and closed over 150 real estate transactions within a year, contributing to a 20% increase in the company's annual revenue.
 - Streamlined the title search process by implementing a new digital database system, leading to a 30% reduction in turnaround time and improving overall customer satisfaction.
 - Conducted comprehensive training sessions for new hires, resulting in a 50% decrease in onboarding time and increasing team productivity by 15%.

CERTIFICATES

- National Title Professional (NTP)**
Jan 2022
- American Land Title Association's Certified Abstractor and Examiner Program**
Oct 2020

MEMBERSHIPS

- American Land Title Association (ALTA)
- National Association of Land Title Examiners and Abstractors (NALTEA)