

PHILIP POLIZZI

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SENIOR LEVEL TITLE OPERATIONS PROFESSIONAL



Title Insurance | Settlements | Investment Properties Project Management | Contract Negotiations

- ▲ Experience professional with demonstrated history of working in the title insurance industry with the ability to multi-task and meet deadlines.
- ▲ Regarded as one of the company's most productive professionals handling average (35) files monthly.
- ▲ Strategically-focused, with a 'root cause analysis' approach to consolidate and analyze data.
- ▲ Current in new and existing compliance policies with strong customer focus.

CORE COMPETENCIES

Risk Management
Client Customer Relations
Business and Industry Knowledge
Analytical Thinking
Achieving Market Growth
Financial Acumen
Building Strategic Relationships
Consulting Skills / Customer Focus
Coordinating and Directing Operations
Detail Orientation
Planning / Time Management

EMPLOYMENT SKILLS

- ▲ Demonstrated excellence in customer relations and interactions
- ▲ Detail Orientation - ensure 100% compliance and file completions
- ▲ Diplomatically resolve customer issues, defusing situations empathetically and professionally
- ▲ Provides expedient service and have high customer satisfaction
- ▲ Supervised 15 employees – maintained high morale and motivation
- ▲ Delegate responsibilities to meet company outcomes and initiatives

PROFESSIONAL HISTORY

First Partners Abstract Co. - Langhorne, PA

October 2016 to Present

Settlement Manager

- Assigned to oversee residential and commercial real estate closings at brokerage firm in Philadelphia.
- Coordinated title searches to ensure properties free of liens and encumbrances.
- Managed and overseen settlement services to ensure smooth and efficient workflow.
- Performed quality assurance review on files to ensure accuracy.
- Processed loan packages received from lending institutions.
- Coordinated all aspects of the closing function and attend closings.
- Created and edited settlement statements.

Equity Land Abstract, LLC –Yardley, PA

July 2011- October 2016

Office Manager of Title Operations

- Developed productive working relationships with multiple vendors, title examiners, and clients and resolved complaints promptly.

- Required and maintained a high level of professionalism from employees.
- Performed multiple tasks in fast-paced atmosphere individually and with team members.
- Drafted, finalized and maintained all required reports.
- Direct activities of workers and examined titles, assigning, scheduling, and evaluating work, and providing technical guidance as necessary.
- Support transition from construction to asset management working closely with property management.
- Increased productivity and decreased staffing requirements by proposing and implementing new policies and procedures and developing associated guidelines.

Aracor Search and Abstract Co. –Philadelphia, PA

August 2006- July 2011

Office Manager of Title Operations

- Opened, reviewed, modified, and closed contracts from beginning to end including attorney review, negotiations, and communication with agents and clients to successfully close.
- Completed up to 50 commercial real estate purchase closings per month on a team (two paralegals, one attorney).
- Closed commercial transactions with major insurance companies small and large including Chicago Title, Fidelity and Stewart Title.
- Reviewed and produced HUD Settlement Statements, title commitments, affidavits and deeds for closings.
- Assisted with the review and drafting of closing statements figures, title ordering/clearing, closing documents, lender inspections, negotiations, deed packages and much more.
- Ensured any pending post-closing items were properly and timely addressed.

Constitution Abstract Company - Philadelphia, PA

September 2002- August 2006

Settlement Division Supervisor

- Interacted with lenders, realtors, buyers and sellers
- Filled, prepared and organized all paperwork
- Performed VA, FHA, HELOC and conventional real estate loans
- Prepared balanced and disbursements statements
- Cleared up curative matters on the Title Commitment
- Handled all the disbursements in a timely fashion
- Determined all the documents to ensure they were properly executed
- Prepared HUD/Settlement Statements and other loan documents

≡ EDUCATION ≡

LaSalle University, Philadelphia, PA

Bachelor of Arts Degree- Criminal Justice and Sociology