

# Angelique Godfrey

## **Title Clerk**

Philadelphia, PA

[gratefulangel1@gmail.com](mailto:gratefulangel1@gmail.com)

215-888-0086

Personable business professional with multiple professional license (s) Real Estate, Insurance, Title Insurance, and Notary Commission. Talent for quickly mastering technology. Diplomatic and tactful with professionals and non-professionals at all levels. Accustomed to handling sensitive, confidential records. Flexible and versatile - able to maintain a sense of humor under pressure. Poised and competent with demonstrated ability to easily transcend cultural differences.

Authorized to work in the US for any employer

## Work Experience

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### **Realtor**

Realty-Topia - Bensalem, PA

September 2018 to Present

PA Licensed Real Estate Agent

### **Title**

Sienna Abstract - Langhorne, PA

May 2018 to February 2019

All office functions. Recieve abstract, Review, compose & clear commitment(s),  
Hud-1 Prep, Funding Docs, Payoff(s), Notary  
GRATEFUL ABSTRACT - Wyncote, PA  
Title Clerk - Order review/clear title, bringdowns, Hud-1 prep, bringdowns, funding  
docs, subordinations, payoff(s), Notary

### **Title Clerk**

THE ABSTRACT COMPANY - Philadelphia, PA

August 2012 to May 2013

All office functions. Recieve abstract, Review, compose & clear commitment(s),  
Hud-1 Prep, Funding Docs, Payoff(s), Notary  
GRATEFUL ABSTRACT - Wyncote, PA  
Title Clerk - Order review/clear title, bringdowns, Hud-1 prep, bringdowns, funding  
docs, subordinations, payoff(s), Notary August 2012 to May 2013

### **Transaction Coordinator**

AMERICAN REAL ESTATE & INSURANCE - Cheltenham, PA

2007 to 2011

Review Contracts& Process all transactions, Clear title issues, order  
reports, documents, Customer Service / Real Estate Agent/ Insurance Agent, 2007 to 2011

### **Transaction Coordinator**

AMERICAN REAL ESTATE PROFESSIONALS - Philadelphia, PA  
2005 to 2007

Review Contracts& Process all transactions, Clear title issues, order reports, documents, Customer Service, 2005 to 2007

### **Transaction Coordinator**

WEICHERT REALTORS/DUNPHY SELLS - Philadelphia, PA  
2002 to 2004

Review Contracts& Process all transactions, Clear title issues, order reports, documents, Customer Service 2002 - 2004

## Education

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### **Business Administration**

CLARK ATLANTA UNIVERSITY - Atlanta, GA

### **Real Estate Salesperson Licensure**

AMERICAN REAL ESTATE ACADEMY - Philadelphia, PA

## Skills

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Bi lingual (spanish)

## Certifications/Licenses

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### **Real Estate License**

April 2008 to May 2010

### **Insurance License**

September 2017 to September 2019

Property and casualty insurance license