

Edward Lapp

35 W Main St
Carnegie, PA 15106

412-953-3690

umbreon7c@outlook.com

Core Competencies

Communication

State By State Real Estate Laws and Regulations Per ALTA

Problem Resolutions Skills

Document Correcting/Editing

Title Prioritization

Title Review Specialist, *Title Alliance Ltd. Greentree PA*

01/10/2022-06/15/2022

- Review and Prepare Recorded Instruments for recording
- Make sure documents are uploaded to Simplifile correctly
- Manage emails coming in from the service inbox
- Ensure Priority Files are appropriately submitted at the time of release.
- Work with time Zone Differenced as it pertains to the county recorded of deeds

Recording Agent *Visionet Systems, Pittsburg*

03/2021-10/2021

Title Clarification/ Recording Rejection Resolution

*Client/Visionet software experience

- SoftPro
- Title Atclose
- ResWare
- County specific expectation and legality knowledge
- Can type up to 40 words per minute
- Fast Paced environment

Cosmetologist- Borics *Regis Corporation*, Pittsburgh, PA

12/2018-10/2020

- Booking and organizing appointments
- Maintain an engaging one to one customer service experience
- Follow strict communication policies and guidelines to adhere to state laws
- Complete all calls/ appointments with client satisfaction

Direct Care Worker (*Public Partnerships*), Pittsburgh, PA

11/2016 - 08/2020

- Administering multiple high-risk medications
- Manage client's personal schedule
- Organizing client's confidential financial information
- High Risk Health Management

Education

- Agora Charter Cyber School
- Diploma Year Of 2014