

IRENE M. GALVAN

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EXPERIENCE

April 2018-
March 2020

Real Estate Paralegal and Office Manager, *Margarita Golden, Esq.*

Review of Contract, Preparation of Riders, Review inspection reports with clients and request items to be resolved, Order Title, Review Title Commitments, Clear title issues, Review Closing Disclosures and ALTAs. Preparation of closing documents for sale transactions, meet with clients and negotiations with lenders and clients, attend Closings. Maintenance of office supplies, Trust Account. Administrative support, including database and file management, answering phones and general office duties

March 2016 –
April 2018

Full Charge Settlement Officer, *Ardent Title Group,*

Preparation of files for pre-closing, which involved heavy correspondence with attorneys, realtors and mortgage lenders. Preparation of Closing Disclosures and ALTA Settlement Statements. Preparation of HUD Settlement Statements for non-trid transactions. Work closely with underwriting, review of title commitments and satisfaction of title issues. In charge of post-closing, including wires for payoffs, sellers' proceeds, payment of taxes, realtor commissions, etc. Trust Accounting and reconciliations.

August
2007 -
August
2015

Office Management, *TNTMAX, LLC*

Accounts Receivables, Account Payable, Collections, Processing of Credit Card Transaction. Processing payroll for employees and sub-contractors. Management of Health Benefits and Life Insurance. Interview and train employees. Heavy correspondence and interactions with customers regarding billing. Reconciliation of all accounts. Preparation and payment of sale tax returns. Preparation of Budgets.

EDUCATION

Bergen Community College
Associates Degree in Accounting with a Paralegal Certificate.

State Licensed Title Officer
Notary Public of New Jersey

KEY SKILLS AND CHARACTERISTICS

- Critical Thinking
- Handling Pressure
- Problem Solving
- Hot Docs Documents Software
- Snap Close
- Quickbooks
- Microsoft Word, Excel, Publisher
- Adobe Acrobat
- Track with Ease Management Software
- TAME Trust Accounting Software
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