

## Michael L. Sanford, II

### OBJECTIVE

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Seeking to obtain a position with a strong company that will draw upon my diverse background in title insurance and mortgage banking while simultaneously challenging me in ways that will further improve and expand my abilities. The preferred position will utilize my strengths in written and verbal communication along with my proficiencies working in a team oriented background where my leadership skills may be best employed.

### SUMMARY OF SKILLS

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Trained in Conducting Title Searches in Public Real Estate Records, Reviewing Surveys, Preparing Abstracts of Title, Commitments, Policies, Pro Forms, Endorsements, Settlement Statements, and Assisting in the Preparation and Review of Deeds, Affidavits and other Legal Documents related to Real Estate Transactions for Residential and Commercial Property. Familiar with working in a team-work environment, with multiple projects, multiple deadlines and organizing to ensure all objectives are met within specified time frames. Proficient with Microsoft Office. Experienced in the use of RamQuest Settlement Solutions Software, Title Express and Perfect Practice. Typing 65 speed wpm.

### EMPLOYMENT

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**Magic City Title, Inc. - Birmingham, Alabama -**  
***Title Examiner/Abstractor*** –  
February 2002 thru October 2005

- Issued Title Commitments and Policies
- Researched and Prepared Abstracts of Title
- Inputting New Order Information
- Reception of Customers and Phone Calls
- Customer Service and Client Management

***Final Position – Commercial Manager*** –  
September 2006 thru February 2010

- Served as Escrow Officer for all Commercial Transactions closed within the Agency
- Prepared Commitments, Property Reports and Title Policies for all Commercial Transactions
- Assisted in Marketing to current and prospective Commercial Clients
- Supervised the Residential Underwriting Department

**Reli, Inc. - Birmingham, Alabama -**  
***Initial Position – Residential Underwriter*** –  
October 2005 thru September 2006

- Reviewed Abstracts of Title
- Prepared Title Commitments
- Conducted Title Examinations
- Approved Curative Documents for Requirements
- Developed and Implemented Training Guidelines for Contracted Title Examiners
- Developed and Implemented Technology Related Training Techniques

**Sirote & Permutt, P.C. – Birmingham, Alabama –**  
***Title Specialist*** – March 2010 thru June 2010

- Analyzed Defaulted Loans with Real Estate Title Defects
- Advised Clients as to the most cost effective means to clear said defects
- Prepared Title Claims or Curative Documents as required to establish marketable title for our clients
- Assisted with Training and Quality Control

### EDUCATION

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#### Undergraduate Studies

2000 - 2006 - The University of Alabama at Birmingham  
Course of Study: English

#### High School

1998 - 2000 - The Alabama School of Math and Science  
Focus: Computer Technology

### REFERENCES

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Cynthia W. Williams, Attorney – Sirote & Permutt, P.C.  
Office – 205-918-5061

Robert McCorkle, Vice President - Magic City Title, Inc.  
Office - 205-326-0250