PRIYA NATARAJAN

ESCROW ASSISTANT

CONTACT

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(916) 555-0193

Sacramento, CA

linkedin.com/in/priyanatarajan

SKILLS

- Escrow
- Title
- Closing Statements
- SoftPro
- Payoff Demands
- Excel
- Outlook
- Word
- Microsoft Office Suite
- Customer Service

EDUCATION

Associate of Arts

05/2025

American River College

Sacramento, CA

Business Administration

CERTIFICATES

Notary Public Commission

10/2025

California Secretary of State

SUMMARY

Escrow assistant with 1.5 years at a Sacramento escrow office, supporting 2 escrow officers on about 30 open residential files. Drafts escrow instructions, orders title and payoff demands, and balances files in SoftPro before closing. Uses Excel, Outlook, Word and the Microsoft Office Suite all day and gives buyers, sellers and agents steady customer service.

EXPERIENCE

Escrow Assistant

05/2025 - Present

Capitol Valley Escrow

Sacramento, CA

Independent escrow company handling about 1,200 residential closings a year.

- Set up **45** new escrow files a month, drafting instructions and ordering preliminary title reports the same day.
- Track payoff demands, HOA documents and hazard insurance requests in an Excel checklist shared with both officers.
- Build draft closing statements in SoftPro, with 98% matching the final settlement figures at closing.
- Coordinate signing appointments with mobile notaries and agents through Outlook for 25 closings a month.
- Index signed documents within 1 day so funded files are ready for recording.

Receptionist (Part-Time)

09/2023 - 04/2025

Delta Oaks Realty

Sacramento, CA

Residential real estate brokerage with 30 agents, held while in college.

- Answered 60 calls a day and routed buyers, sellers and vendors to the right agent or transaction coordinator.
- Logged earnest money deposits and delivered checks to the escrow company within 24 hours of acceptance.
- Maintained 200+ transaction files in Word and the shared drive for broker compliance audits.