

# Samantha Rios

## Title Clerk

Title clerk with 5 years at auto dealerships and a tag agency, processing 180+ vehicle titles, registrations and payoffs a month. Prepares tag agency paperwork, pays off trade-in liens and tracks every deal in Excel and the dealer management system until the title is in hand. Accurate under month-end pressure and a commissioned Oklahoma notary.



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Tulsa, OK



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### Experience

#### Title Clerk

04/2024 - Present

Riverside Auto Group

Tulsa, OK

Three-store new and used car dealer selling 220 vehicles a month.

- Process **180+** titles, registrations and tag applications a month for 3 dealership stores.
- Verify lienholder payoffs on 120 trade-ins a month and send payoff checks within 48 hours of delivery.
- Track 60+ open title files in Excel, clearing 95% within 30 days of sale.
- Resolve out-of-state title problems with lenders and tag agencies, cutting average title delays from 45 to 21 days.

#### Title Assistant

08/2022 - 03/2024

Green Country Motors

Broken Arrow, OK

Independent used vehicle dealer.

- Entered **400** deal jackets a month into the dealer management system and checked each for missing signatures.
- Assembled title packets for 70 wholesale vehicles a month sold at auction.
- Answered 30 customer calls a day about tag and title status with clear next steps.
- Notarized odometer statements and powers of attorney for 90 deals a month.

#### Tag Agent Clerk

06/2021 - 07/2022

Brookside Tag Office

Tulsa, OK

- Processed **60** registrations and title transfers a day at the counter.
- Checked VINs and lien releases on 300 title transfers a month before issuing new plates.
- Collected fees and balanced the cash drawer daily with no shortages in 13 months.



### Skills

Title Processing

Vehicle Registration

Lien Payoffs

Dealer Management System

Data Entry

Excel

Microsoft Office

Customer Service

Accuracy

Attention to Detail



### Education

#### Associate of Science

05/2021

Tulsa Community College

Tulsa, OK

Business



### Certificates

#### Notary Public

03/2023

Oklahoma Secretary of State