

**AMIT KUMAR**  
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**Portfolio:** [www.brilliancer.com](http://www.brilliancer.com)

## **PROFESSIONAL EXPERIENCE**

### **Traditional Title Services (Remote) - Title Review Analyst**

August 2019 - Present

- Proofread and edit title searches completed by title examiners.
- Inspect title searches on macro and micro level for client requirements, chain defects, legal descriptions, tax info, protective covenants, probate, rights-of-way, plat maps, etc.
- Map out metes-and-bounds legal descriptions using programs such as Greenbrier Deed Plotter.
- Ensure deed chain, legal descriptions and tax records are correct before delivery to client.
- Escalate searches with complex issues to senior title analysts.

### **Brilliancer (Gaithersburg, MD) - Content Writer**

July 2017 - Present

- Established an e-business to write and edit copy for local and national companies.
- Developed business model; designed website; planned business strategy to obtain clients.
- Write SEO-friendly web copy, including keyword-optimized articles, bios and blogs.
- Edit, proofread and rephrase copy to emphasize **BOLD** calls-to-action.
- Manage video scripts; collaborate with clients and indie digital marketing agencies.
- Edit and rework proposals in home office and onsite at client offices.
- Moderate virtual Q&A sessions using real-time collaboration tools like Google Docs.

### **First Title & Escrow, Inc. (Rockville, MD) - Supply Chain / Vendor Manager**

Nov 2010 - July 2017

- Optimized vendor performance with accountability for key metrics including: costs, SLAs, quality, retention and similar performance indicators.
- Managed offshore vendor teams; monitored turnaround-time, quality control, and expanded vendor base via recruiting and project management.
- Negotiated vendor contracts to prioritize business needs and outline performance expectations.
- Managed risk by holding regular reviews of vendors' progress towards meeting contract terms and outlined alternatives.

### **Abstracts USA, LLC (Rockville, MD) - In-House Abstractor / Title Examiner**

June 2002 - Nov 2010

- Researched and analyzed land, tax, judgment, bankruptcy, probate, REO, foreclosure and other public records using title search methods and an array of internet databases.
- Collected, compiled, analyzed and summarized data into standardized title abstracts.
- Performed recording, title review, clearance, policy drafting, and data entry duties.
- Became subject matter expert on title abstracting tools such as DataTree, DataTrace, Accurint, ATIDS, Westlaw, Netronline, Simplifile, TSS/TitleExpress and others.

## **EDUCATION**

### **George Mason University School of Management (Fairfax, VA) - B.S. in Marketing**

Sept 1998 - June 2002

**KEY SKILLS**

Exceptional oral and written communication.

Superior creative writing, editing and proofreading abilities.

Expertise in title searching and examination.

Strong organization and time management.

High ability to multitask in a collaborative environment.

Ability to produce outstanding copy under pressure.

Proficiency in Microsoft Office suite, Adobe software, social media, web design and HTML.

**INTERESTS**

Brainstorming, Ideation, Guitar, Table Tennis, Skiing, Hiking, Haikus, etc.