**AMIT KUMAR**

Gaithersburg, MD

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240-418-1232

**Portfolio:** [**www.brilliancer.com**](https://www.brilliancer.com)

**PROFESSIONAL EXPERIENCE**

**Brilliancer** (Gaithersburg, MD) - **CEO / Freelance 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.
* Wrote SEO-friendly web copy, including keyword-optimized articles, bios and blogs.
* Edited, proofread and rephrased copy to emphasize **BOLD** calls-to-action.
* Managed video scripts; collaborated with clients and indie digital marketing agencies.
* Edited and reworked proposals in home office and onsite at client offices.
* Moderated 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.