

Yuliet Valera

Licensed Real Estate Agent – Florida & Texas
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Professional Summary

Dynamic Real Estate Professional with 10+ years of experience as both a licensed agent and investor. Licensed in **Florida and Texas**, specializing in coordinating and managing residential and rental transactions from contract to close. Skilled in representing buyers, sellers, and investors with a client-first approach that combines strong market knowledge, sharp negotiation skills, and a proven ability to streamline the transaction process. Experienced in handling all aspects of transaction coordination, ensuring compliance, organization, and seamless communication between clients, agents, lenders, and title companies.

Core Skills

- Real Estate Transaction Management (Residential & Rentals)
 - Licensed in Florida & Texas
 - Client & Vendor Communication
 - CRM & MLS Systems (Dotloop, MLS, DocuSign, BoldTrail)
 - Inspections, Appraisals & HOA Coordination
 - Contract Drafting & Addenda
 - Negotiation & Market Analysis
 - Investment Property Acquisitions
 - Closing & Compliance Management
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Professional Experience

Real Estate Agent / Transaction Coordinator

Self-Employed — Florida & Texas | 2023 – Present

- Coordinated all aspects of residential real estate transactions from contract execution through closing.
- Reviewed and processed purchase agreements, addenda, disclosures, and escrow instructions to ensure accuracy and compliance.
- Prepared and distribute required documentation to all parties and upload into compliance system (Dotloop).
- Entered listings into MLS, uploaded attachments, and maintained accurate records.
- Coordinated inspections, tracked HOA documents, approvals, and questionnaires to

avoid delays.

- Drafted addendums, tracked repair receipts, and gathered utility information for buyers.
- Sent welcome packets with signed contracts, disclosures, deadlines, and transaction details to clients.
- Maintained communication with cooperating agents, lenders, title companies, inspectors and clients throughout the process.
- Tracked and managed all deadlines, contingency periods, loan applications, inspections, appraisals, and closing dates to avoid delays.
- Organized files, submitted for review, and prepared CDAs (Commission Disbursement Authorizations).

Real Estate Investor

Self-Directed — Texas | 2008 – Present

- Acquired and managed investment properties for personal portfolio and guided other investors.
 - Specialized in property analysis, market evaluation, and negotiation for maximum ROI.
 - Worked with contractors and property managers to oversee renovations and rentals.
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Designations & Certifications

- REALTOR®
- PSA – Pricing Strategy Advisor
- SFR – Short Sales & Foreclosures

Additional Coursework & Training

- Negotiating Skills for Today's Real Estate Professional
 - Fundamentals of Working with Residential Investors
 - Real Estate Investment Analysis Made Easy
 - Tax Certificates and Tax Deeds
 - ACE Investor Series (1–7): Flipping, Income Property, Investment Analysis & Returns
 - Real Estate Appraisal
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Professional Affiliations

- National Association of Realtors (NAR)
 - Suncoast Tampa Association of Realtors (STAR)
 - San Antonio Board of Realtors (SABOR)
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Licensing

- Licensed Real Estate Agent — Florida L# SL3596694
- Licensed Real Estate Agent — Texas L# 839032