

Valerie DoBrava

Licensed Texas Real Estate Broker

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PROFESSIONAL SUMMARY

Distinguished **Texas Real Estate Broker** with over 20 years of experience and an **AAS in Real Estate**. A high-producing practitioner and former Broker/Owner with elite-level expertise in residential contract compliance and TREC regulations. Currently leveraging deep regulatory knowledge and a background in high-volume logistics to offer **dual-capacity expertise**: providing top-tier representation for buyers and sellers while serving as a dedicated **Transaction Coordinator** for fellow industry professionals. Expert in auditing complex files to ensure 100% accuracy and seamless, error-free closings.

CORE COMPETENCIES

- **Contract Compliance:** Expert mastery of TREC promulgated forms and complex residential closing workflows.
- **Regulatory Auditing:** Specialized in forensic review of listing and sales files for mandatory disclosures and signatures.
- **Logistics & Timeline Management:** Adept at managing 20+ active files daily with strict adherence to deadlines.
- **Risk Management:** Extensive experience in brokerage oversight, agent mentorship, and dispute resolution.
- **Professional Standing:** Active Texas Broker license in good standing since 2006 (Licensed since 2003).

PROFESSIONAL EXPERIENCE

Real Estate Broker Associate | Dalton Wade Real Estate – Grand Prairie, TX 2025 – *Present*

- Facilitate complex residential transactions, ensuring rigorous adherence to Texas real estate law and evolving market regulations.
- Provide high-level consultation for buyers and sellers, managing the full lifecycle of the real estate contract.

Real Estate Broker/Owner | NextHome First Choice Realty – Grand Prairie, TX 2020 – 2025

- Directed all brokerage operations, maintaining a culture of 100% compliance with TREC standards and office policy.

- Conducted comprehensive audits of all transaction files, proactively identifying and resolving documentation gaps to mitigate legal exposure.
- Mentored a team of agents on contract nuances, contingency management, and professional ethics.
- Served as the primary liaison between escrow, title, and lending institutions to ensure fluid, on-time closings.

Real Estate Broker/Owner | Premier Results Brokerage LLC – Grand Prairie, TX 2008 – 2020

- Founded and operated a full-service brokerage, overseeing a diverse portfolio of residential transactions.
- Established standardized file-review protocols that enhanced operational efficiency and reduced contract errors.
- Managed agent performance and provided expert-level guidance on complex document execution.

Real Estate Sales Agent | Keller Williams & Century 21 – Grand Prairie, TX 2003 – 2008

- Selected for the **Agent Leadership Committee (ALC)** at Keller Williams, contributing to office-wide growth and policy decisions.
- Consistently exceeded production goals, building a reputation for meticulous contract preparation.
- Achieved Broker status within three years through advanced real estate coursework and high-volume transaction experience.

Export Manager | Seamodal Transport – Norfolk, VA 1985 – 1993

- Directed daily logistics and international documentation for **20+ transportation files per day**.
- Ensured strict compliance with federal and international shipping regulations, requiring flawless attention to detail.
- Coordinated multi-party communications between carriers, customs, and global clients to meet rigid delivery deadlines.

EDUCATION & LICENSING

- **Associate of Applied Science (AAS) in Real Estate** | Northlake College
- **Texas Real Estate Broker License** | License #0513954 (Active & In Good Standing)

TECHNICAL SKILLS

- **Real Estate Ecosystem:** BoldTrail, ZipLogix/Lone Wolf, DocuSign, Dotloop, SkySlope, MLS.
- **Productivity:** Microsoft Office Suite (Expert Excel), Google Workspace.