

# Paul Holbrook

North Carolina Real Estate License #350130  
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## Professional Summary

Detail-oriented and compliance-driven real estate professional with over 9 years of industry experience, including 2.5 years in North Carolina and 9 years in Florida. Active North Carolina broker with extensive contract-to-close management experience across 50+ transactions. Known for strong communication, advanced contract knowledge, deadline management, and meticulous compliance oversight. Currently serving as a mentor within Dalton Wade, providing guidance and contract support to fellow agents. Proven ability to navigate complex transactions while maintaining clear communication between agents, lenders, attorneys, and clients.

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## Relevant Experience

### Licensed Real Estate Broker – North Carolina & Florida

2017 – Present

- Managed full contract-to-close process for 50+ residential transactions
- Personally handled all MLS input, contract drafting, document compliance, and broker file review preparation
- Utilized Dotloop for transaction management and compliance tracking
- Coordinated closely with lenders, attorneys, inspectors, and cooperating agents
- Assisted fellow agents with contract-to-close guidance and compliance troubleshooting
- Experienced working within Dalton Wade systems and expectations

Previously affiliated with:

- Keller Williams
- Realty by Design

MLS Memberships:

- Triad MLS (NC)
- Doorify MLS (NC)
- Former Member: Stellar MLS (FL), Canopy MLS (NC)

Technology Platforms:

- Dotloop
  - BoldTrail
  - MLS systems (Triad, Doorify, Stellar, Canopy)
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## **Types of Transactions Managed**

- Residential Resale
- New Construction
- Investment Properties
- FHA / VA / Conventional Financing
- 501(c)(3) Organizational Purchases

**Complex Transaction Experience Includes:**

- Successfully navigating condo reserve financing challenges by coordinating alternative lender solutions to preserve contract viability
  - Managing escrow holdbacks for post-closing repairs (e.g., window replacements delayed beyond closing)
  - Coordinating inspection negotiations and repair amendments
  - Facilitating communication between all parties to prevent contract termination
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## **Industry Experience**

- First licensed in 2017
  - 9 total years in real estate
  - 2.5 years active in North Carolina
  - Experience across multiple brokerage models
  - Active mentor within Dalton Wade
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## **Transaction Coordinator Responsibilities Managed**

- Listing input and compliance documentation
- Drafting and reviewing purchase contracts and amendments
- Managing due diligence timelines
- Tracking earnest money deposits
- Coordinating inspections and repair negotiations
- Communicating with lenders and closing attorneys

- Clearing compliance requirements
  - Preparing complete broker review files
  - Scheduling closings
  - Post-closing follow-up and file finalization
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## **Licensing & Designations**

North Carolina Real Estate License #350130 (Active)

Florida SL3376327

Designations:

- SRS (Seller Representative Specialist)
  - ABR (Accredited Buyer Representative)
  - Waterfront Specialist
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## **State Coverage**

- North Carolina