KARLA ROWE

REAL ESTATE TRANSACTION COORDINATOR

Forney, TX • 469-910-6197 • karla.mas1117@gmail.com

PROFESSIONAL SUMMARY

Bilingual Texas REALTOR® experienced in coordinating buyer-side and listing-side transactions from executed contract through closing. Trained in Dalton Wade's Dotloop and CDA workflows, with hands-on experience tracking critical deadlines, managing transaction documents, coordinating with lenders and title companies, and submitting files for brokerage compliance review.

CORE SKILLS & PLATFORMS

Contract-to-close coordination • Buyer & seller transactions • Contract deadline tracking • Document & signature follow-up • Title/lender communication • Dotloop compliance submissions • CDA preparation • MLS listing updates

Dotloop • kvCORE • zipForm® • Direct NTREIS MLS access • English & Spanish

Completed Dalton Wade training in Dotloop and Commission Disbursement Authorization (CDA).

PROFESSIONAL EXPERIENCE

REALTOR® | Dalton Wade Real Estate (current); RJ Williams & Co. (previous) — Forney, TX | *2021–Present*

- Manage buyer-side and listing-side transaction workflows from executed contract to closing, tracking contractual deadlines, signatures, and outstanding documentation.
- Communicate with title companies and lenders, organize transaction files in Dotloop, and submit documentation for Dalton Wade Compliance review.
- Prepare and process Commission Disbursement Authorizations (CDAs) for transactions.
- Create and maintain MLS property listings, managing descriptions, photographs, pricing changes, and special incentives.

Partner | Mas Homes, Inc. — Bayamón, Puerto Rico | *2010–2014*

- Oversaw daily administrative operations, guided support staff, and monitored time-sensitive assignments.
- Collaborated with lenders to identify financing options for clients.

Owner & President | ProyectosNuevosPR.com and United Brokers — Bayamón, Puerto Rico | *2006–2010*

- Directed operations, trained staff, and represented residential developers at housing events.

New Construction Supervisor | Tierra Nueva Bienes Raíces — Puerto Rico | *2003–2006*

- Supervised and trained sales teams across seven residential developments comprising more than 500 units.
- Coordinated with lenders, developers, legal counsel, and clients; scheduled home deliveries and mortgage closings.
- Maintained daily records of reservations, cancellations, and closings.

Assistant Manager | Safe Haven Security — Dallas, TX | *2015–2017*

EDUCATION & LICENSURE

BBA, Business Administration (Marketing) | Inter American University of Puerto Rico | summa cum laude

Associate Degree, Business Administration (Marketing) | ICPR Junior College | magna cum laude

Texas Real Estate License | Obtained 2020