

## Charles David Rash

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### EDUCATION:

#### **Bachelor of Science in Business Administration: Entrepreneurship**

*University of Tennessee at Chattanooga*

- Graduation Date: May 2011

### SUMMARY OF QUALIFICATIONS:

- Experienced in Entrepreneurial/ Marketing environment.
- Proficient in budgeting, accounting, and managing funds.
- Skilled in meeting deadlines with changing conditions and severe consequences.
- Experienced in dealing with clients face to face in a presentable, well mannered fashion.
- Possesses the ability to coordinate groups and events.
- Quick learner with the ability to adapt quickly.
- Licensed real estate agent in Tennessee.

### COMPUTER SKILLS:

- Microsoft Word, Excel, PowerPoint, and Outlook
- Skilled in marketing on social media platforms
- Peachtree Accounting software
- Dreamweaver, Contribute, and SquareSpace
- MailChimp
- Google Earth
- Buildium

### EMPLOYMENT:

#### **Owner**

*Charlie Rash Virtual Assistant services Chattanooga, TN Aug 2016 - Present*

#### **Affiliate Broker**

*Real Estate Partners Chattanooga, TN May 2013- Present*

- *Assigned the property manager with deposits, billing, HOAs, invoices and organization.*
- *Scheduled and conducted open houses, showings, and listing appointments.*
- *Conducted market research to determine best marketing budget for determined results.*
- *Managed client leads and regularly contacted clients via phone, email, text, and other media.*

#### **Office Manager**

*Thunder Enterprises Chattanooga, TN September 2011 – January 2014*

- Performed Office tasks such as filing, paying bills, payroll, and planning.
- Maintained the financial accounts for Thunder Enterprises and its 10 business entities.
- Assisted the CEO, CFO, President, VP of sales, and Project manager as needed.
- Handle office space upkeep, cleaning, maintenance and repairs.
- Ran the day-to-day operations of the company.

- Created marketing reports and summaries.
- Created and maintained the data base of maps, Google earth maps, and development plats.
- Responded to sales Leads on our sales force software.
- Planned and handle logistics to marketing and promotional events.
- Maintained the HOA invoicing and accounts for two developments.
- Coordinated travel, accommodation, and logistic plans for CEO, President and Sales agents.
- Responsible for the company's and CEO's personal vehicle upkeep, registration, and insurance.
- Maintained and organized CEO's personal files.
- Ran personal errors and preformed purchases for CEO.
- Constantly maintained CEO's contacts, answered and sent personal and professional letters and emails on his behalf, including sending 2,000 christmas cards.

### **Intern**

*Thunder Enterprises Chattanooga, TN May 2011 – August 2011*

- Maintained company websites and blog.
- Developed marketing plans for real estate development projects.
- Conducted research on competitive development projects.
- Assisted the President, CFO, and VP of Marketing as needed.

### **Assistant to the Dean / External Affairs**

*UTC College of Business Chattanooga, TN October 2008 - May 2011*

- Performed office tasks such as sending invitations, invoicing, and planning.
- Performed event logistics and execution for multiple sized events. Including the UTC Entrepreneurship Hall of Fame Banquet, UTC Entrepreneurship Forum, and The UTC Alumni Golf Tournament.
- Maintained UTC College of Business web page and social media pages.

### **Assistant to the CEOs/ Logistics Manager**

*CreateHere Chattanooga, TN May 2010-June 2010*

- Maintained the calendars for appointments for CEOs, CreateHere staff, and space rentals.
- Organized and insured office supplies were fully stocked.
- Regularly constructed reports and report summaries for CEOs.
- Handled office space upkeep, maintenance, and repairs.
- Performed event logistics and execution for multiple sized events.

### **ACTIVITIES/MEMBERSHIPS:**

- Member Mountain City Club
- Rock Creek Fellowship
- Greater Chattanooga Association of Realtors
- Board Member Hope for the Inner City
  - ViceChairman, 2015
- Committee Member of North West GA YoungLife
- Young Professionals Association of Chattanooga
- Pi Kappa Alpha Fraternity, Fall 2006 – Spring 2009
  - Inter Fraternity Council (IFC) Chair, 2006 – 2007
  - Alumni Relations Chair, 2008
  - Pledge Educator, 2007