

CHARLES ROSENBAUM

1048 Golden Splendor Crt
Henderson, NV 89002

480-213-1997
Crosenbaum3@gmail.com

Dear Sir or Madam,

Please accept the attached resume as a summary of my work experience. I have had a wonderful career managing and working with associations and their industry partners. It has provided me the opportunity to go abroad and assist in Dubai, UAE where I was a key player in the groundbreaking works starting their association management industry.

I have moved back to the United States and would like to continue employment in the community management industry at any level. My schedule is very flexible, and my experience is vast in many aspects of the management culture.

Upon request, references shall be provided, both local and International (attached). It would be my pleasure to meet at your convenience.

With All Due Respect,

Charles Rosenbaum
Enclosure

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CAREER OBJECTIVE

Seeking a permanent position where my experience can be used effectively.

SUMMARY OF QUALIFICATIONS

- ***Effectively working with association committees and board.*** establishing productive meetings and efficient procedures for day to day activities.
- ***Coordinate daily operations and supervise a team of qualified personnel,*** routinely monitoring job performance and adjusting to ensure optimum production and service while meeting goals, schedules and deadlines at all times.
- ***Train and motivate staff or management*** in product/industry information and company policies along with sales procedures and other specific job-related duties, thereby generating highly skilled and enthusiastic employees.
- ***Possess a high degree of financial aptitude*** to produce operating and reserve budgets.
- ***Assist board officers in preparing for and running meetings including,*** meeting agendas, notices, meeting procedures, presentations and minutes.
- ***Coordinate daily operations and supervise an executive team of personnel,*** making adjustments necessary to ensure corporate integrity, total quality management and optimum service while meeting production schedules, revenue/budget goals and contract specifications.
- ***Conduct business as chief executive or operating officer with professional expertise,*** successfully performing major acquisitions and startup ventures while directing company growth along corporate lines or formulating a complete turnaround of organizational structure if needed.
- ***Communicate extremely well with all individuals*** from entry level staff and peers to senior level management and clients by acting as liaison among all persons involved, promptly resolving problems.

PROFESSIONAL EXPERIENCE

- 2019-2019 PECCOLE RANCH COMMUNITY ASSOCIATION *Las Vegas, Nevada*
Community Manager
- Inspections for violations
 - Wrote agendas, action lists and minutes for Committee and Board meetings
- 2013-2016 SNAG AND INSPECT *Dubai, UAE*
Sales Manager – Business Development
- Developed bidding process and marketing program to high-rises.
 - Re-established the government relations program
- 2011-2013 WASL PROPERTIES *Dubai, UAE*
Associate Director- Business Development and Association Management
- Developed corporate policy manuals, processes, procedures, and marketing program.
 - Developed client/ board resolutions, rules & regulations and processes.
 - Worked with the legal department in developing agreements and operation standards regarding Owner Association Management issues.
 - Provided on the job training for managers and staff of high-rises.
 - Grew division from 150 units to 1,800 units under contract.
- 2011-2011 HOME OWNER ASSOCIATION MANAGEMENT *Dubai, UAE*
General Manager
- Assisted in building startup business and directed all management operations.
 - Hired, trained, supervised and motivated all company personnel.
 - Developed marketing and sales plans.
 - On site management for a 43 story high-rise.
- 2002-2011 BENCHMARK EQUITIES, LLC *Las Vegas, NV*
General Manager
- Built business from scratch and direct all management operations.
 - Hired, trained, supervised and motivated all company personnel.
 -
- 1993-2003 BENCHMARK PROPERTIES, INC. *Las Vegas, NV*
Vice President
- HOA management, both portfolio and on site.
 - Managed executive operations and supervised/motivated 35 personnel.
 - Built company from 1 client to 95 with \$1.2 million gross annual income.
 - Coordinated training, management, collections, developer interface, systems design, accounting, policy and procedure.
 - Coordinated company sale to International conglomerate.

FORMAL EDUCATION & ONGOING PROFESSIONAL DEVELOPMENT

UNIVERSITY OF WASHINGTON

Seattle, WA

- **Business Administration/Accounting**

COMMUNITY ASSOCIATION INSTITUTE
USA

Professional Association Management

- The Essentials of Community Association Management, Facilities Maintenance, Association Communications, Community Leadership, Community Governance, Risk Management and Financial Management

SPECIALIZED TRAINING PROGRAMS
USA

- Train the Trainer, Accounting, Proprietary Software, MS Office and Quick Books

CERTIFICATIONS & LICENSES

PROFESSIONAL COMMUNITY ASSOCIATION MANAGER
CERTIFIED MANAGER OF COMMUNITY ASSOCIATIONS
ASSOCIATION MANAGEMENT SPECIALIST

06/10/2013

Gagan Seth

To whom it may concern,

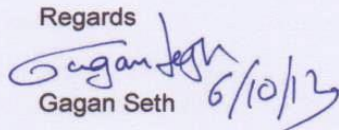
Since December 2011 I have been a co-worker of Charles Rosenbaum, Charles joined us when we were in our first year of setting up our association management division and had our first tower to manage. During his time here he has been a key employee assisting us in developing policies, processes, procedures and forms that establish best practices for us.

He was instrumental in refining our marketing program and since then we were successful in obtaining eleven towers. Many of these were referrals because of the reputation we were establishing.

His experience, knowledge and skills he has used to handle complex and difficult issues have been an inspiration and education for me & the staff. There wasn't any task that he was not willing to do with professionalism and enthusiasm.

We will miss him and recommend him highly.

Regards


Gagan Seth 6/10/13

5 September 2013

Dimitri Van den Reeck

Legal Consultant, Dubai Real Estate Corporation

PO Box 23073, Dubai, UAE

dreeck@wasl.ae

SUBJECT: LETTER OF REFERENCE

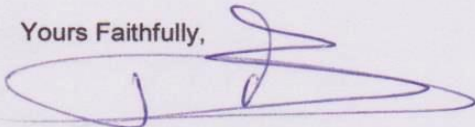
To whom it may concern,

It is with great pleasure that I write to you to recommend the services of Charles Rosenbaum. Having worked with him closely since January 2012, I feel that I am in a privileged position of being able to properly assess his contribution to wasl Properties LLC's association management division. I can state without exaggeration that Charles formed an integral part of the association management team, both in terms of technical expertise and strategic leadership. His decades of experience, attention to detail and exceptional work ethic ensured that the wasl association management division quickly gained a reputation in the market for competence and professionalism. His high level connections within the Real Estate Regulatory Agency and wide network of contacts within the industry allowed wasl Properties to maintain an up to date understanding of market trends and developments, which are vital in navigating the nuances of an industry in its infancy in Dubai.

His professional attributes aside, his "soft skills" are what really set him apart. I have found him to be an amiable and well-liked colleague whose man management style has turned a diverse group of individuals into a coherent unit with everyone pulling in the same direction. His can-do attitude and pro-active approach to his work are infectious and have played an instrumental role in keeping his team motivated. Further, he has the capacity to assess the strengths and weaknesses of the personnel he has at his disposal and effectively manage his resources to ensure the whole is more than the sum of its parts.

On a personal note, I have greatly enjoyed our professional collaboration and will look back fondly at our collective achievements during the last 20 months. I have no reservations when stating that Charles would be a great asset to any organisation.

Yours Faithfully,

A handwritten signature in blue ink, appearing to be 'Dimitri Van den Reeck', written over a horizontal line.

Dimitri Van den Reeck

1 October 2013

TO WHOM IT MAY CONCERN

It is with pleasure that I introduce Charles Rosenbaum. Charles is a professional, open and friendly person who has mastered the art of communication and diplomacy.

In his role as Associate Director - Owners Associations at Wasl Association Management, I have had the pleasure and privilege of dealing with him in my professional capacity as a lawyer, and to hear him address large groups of people/owners in his capacity as an Association Manager.

Charles has a very good grasp of the Jointly Owned Property laws of Dubai. This, combined with his many years experience in the United States, places him in a unique position in this marketplace. Charles is blessed with a strong degree of common sense and offers practical and feasible solutions to the many and varied problems owners in this region are confronted with.

Charles' pleasant and courteous demeanour combined with his great aptitude for negotiation and problem solving are his greatest strengths. His past achievements as company owner and manager have provided him with the all around capability needed to either lead or form part of any team.

I am happy to expand on this reference should the need arise and can be contacted on 050 4567615.

Yours faithfully

Leith Hoffensetz

Leith Hoffensetz
Legal Consultant

Dubai
Al Attar Business Tower
10th Floor, Sheikh Zayed Road
PO Box 8412
Dubai, UAE

T +971 4 3321317
F +971 4 3313455
www.lutficp.com

أبي
برج الخطار للأعمال
الطابق 10 - شارع الشيخ زايد
صندوق بريد 8412
أبي - الإمارات العربية المتحدة

هاتف: +971 4 3321317
فاكس: +971 4 3313455
www.lutficp.com

Abu Dhabi
Al Mansoury Plaza Building
Office 204, 2nd Floor
Hamdan Street, PO Box 27831
Abu Dhabi, UAE

T +971 2 6771711
F +971 2 6774879
www.lutficp.com

أبو ظبي
بنية المنصورى بناية
مكتب 204 - الطابق الثاني
شارع حمدان - صندوق بريد 27831
أبو ظبي - الإمارات العربية المتحدة

هاتف: +971 2 6771711
فاكس: +971 2 6774879
www.lutficp.com

لطفى وشركاه
Advocates and legal consultants
محامون ومستشارون قانونيون