

CHARLES SELLS

OPERATIONS & PROJECT MANAGEMENT LEADER

Business Operations • Project Execution • Process Improvement • Real Estate & Development
Bluffton, SC | 843-298-0009 | charlessells.alerts@gmail.com | CharlesSells.net

PROFESSIONAL SUMMARY

Hands-on operations and project leader experienced in moving complex business, real estate, and investment initiatives from planning through execution. Managed \$15M+ in concurrent initiatives and supported \$100M+ in deal volume across multiple active projects. Strengths include project coordination, budgets and schedules, vendor and stakeholder management, due diligence, process improvement, problem-solving, and keeping teams accountable to deadlines and business objectives.

\$100M+

DEAL VOLUME SUPPORTED

\$15M+

CONCURRENT DEALS

\$5M+

RECOVERED IN 60 DAYS

CORE SKILLS

Operations Management • Project Management • Business Operations • Process Improvement • Project Execution
Budget & Schedule Tracking • Vendor/Contractor Coordination • Stakeholder Management • Due Diligence • Reporting
Problem Solving • Negotiation • Cross-Functional Coordination • Real Estate & Development Operations

PROFESSIONAL EXPERIENCE

Independent Consultant | Operations, Projects & Business Support

2025–Present • Bluffton, SC

- Provide hands-on operations, project, market-strategy, and partnership support across business and real estate initiatives, turning priorities into organized and executable next steps.
- Evaluate project information, organize workflows, coordinate outreach and follow-through, and help keep stakeholders, vendors, and priorities moving in lightly structured environments.

Strategic Passive Investments | Operations & Business Manager

2017–2025 • Hilton Head / Remote

- Managed day-to-day execution across active investment and real estate initiatives, coordinating due diligence, budgets, stakeholder communication, project activity, and closing priorities.
- Managed \$15M+ in concurrent initiatives across multiple stakeholders and maintained visibility, accountability, and momentum across 15+ simultaneous projects.
- Evaluated development and redevelopment opportunities with leadership, including budgets, schedules, operating plans, project feasibility, and execution requirements.
- Supported underwriting and due diligence, organized decision information, and identified operational risks before they affected timing, cost, or stakeholder confidence.

Strategic Passive Investments *(continued)* | Operations & Business Manager

2017–2025 • Hilton Head / Remote

- Coordinated investors, partners, vendors, contractors, attorneys, and internal teams; resolved execution issues and kept deliverables moving when projects stalled.
- Supported field and project coordination, including contractor/vendor oversight, schedule follow-through, quality checks, and real-time issue resolution.

Passive Investment Profits | Business Operations & Sales Manager

2004–2017 • Atlanta / Remote

- Managed business operations and sales support across a long-running pipeline of investment opportunities, coordinating activity from initial evaluation through execution.
- Managed budgeting, tracking, reporting, deadlines, and operational follow-through across multiple initiatives and internal/external stakeholders.
- Negotiated and coordinated portfolio-related activity while maintaining relationships with investors, lenders, attorneys, contractors, buyers, sellers, and operating partners.
- Improved internal processes to strengthen execution reliability, response time, communication, and visibility across active opportunities.
- Applied practical project-management discipline to keep priorities, deadlines, outside parties, and financial objectives aligned over a 13-year tenure.

Vision Tax Lien Services | Independent Consultant

2013–2017 • Hilton Head, SC

- Recovered \$5M+ in revenue within 60 days across a \$100M+ distressed portfolio by identifying operational and collection breakdowns and driving corrective action.
- Audited portfolio performance, isolated root causes, and implemented practical process and execution controls that produced immediate measurable recovery.
- Coordinated across financial, legal, sales, and operational stakeholders to restore accountability and improve portfolio outcomes.

ADDITIONAL INDUSTRY EXPERIENCE

Business & Investment	Opportunity evaluation, due diligence, distressed assets, portfolio strategies, negotiations, and execution support.
Projects & Development	New construction, redevelopment, renovations, commercial/residential projects, contractor coordination, budgets, schedules, and issue resolution.
Stakeholders	Owners, investors, lenders, operating partners, attorneys, contractors, vendors, customers, buyers/sellers, and internal cross-functional teams.

TARGET ROLES

- Operations Manager • Senior Operations Manager • Business Operations Manager • Project Manager
- Program / Project Operations • Real Estate Operations • Construction / Development Operations • Portfolio Operations
- Director-level opportunities where hands-on execution, cross-functional coordination, and problem-solving are central to the role.
- Open to permanent, contract, interim, project-based, hybrid, remote, and travel-based opportunities.