

JACOB HEALEY

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Technically inclined with extensive experience in management, critical thinking and sales. Knowledgeable in customer relations, project management, computer applications and business operations. Passionate about mathematics and mechanics, with a focus on quality. Competitive and driven, while always promoting team work. Keen in building productive business relationships, aligning operational strategy with business needs and overseeing a project's success from start to end. Strong desire to make a positive impact in an industry that will allow my hands-on technical and project management skills to continue to grow.

EXPERIENCE

MARCH 2021 – PRESENT

PROJECT MANAGER, ALL LAND SURVEYING

Ensure Projects Meet Desired Scope and Deadlines, Oversee Topographical, Boundary, ALTA, As-builts, BLA and Construction Survey Projects, Field Prep Calculations, Elevation Certs, CAD Drafting, Bidding, GIS Data, Perform Historical Survey Research, Write Legal Descriptions, Project Scheduling, Coordinate with Land Consultants and Engineering Teams, Client Relations, Invoicing

APRIL 2017 – JANUARY 2021

ACCOUNT MANAGER, COMCAST

Service Activation, Billing Inquires, Technical Issues, Service Upgrades, Escalated Supervisor Calls, Order Entry, Organize Projects, Quality Calibrations, Surpass Metric Goals, NPS Analytics, Lead Meetings, Mentor New Hires, Weekly News Letter

Achievements: - LEAD team, SME team, Promoted from CE1 to CE4 and Completed Link-to-Leadership Courses

- Top in Sales Seattle Region July-June 2018, August 2018-February 2019, April 2019-January 2021
- Top in Sales West Division Q3 2017, Q4 2017, Q1 2019, Q3 2019
- Top Overall Employee West Division Q3 2017, Q1 2018, Q3 2020, Q4 2020

OCT 2015 – MARCH 2017

ORDER FULFILLMENT, COMPENDIUM

Manage Outgoing Orders, Log Incoming Shipments, Warehouse Mapping, Forklift Duties, Inventory Control, Emergency Planning and Safety Board

JANUARY 2014 – OCTOBER 2015

SURVEYING TECHNICIAN, ORCA LAND SURVEYING

Perform Topographical, Boundary, ALTA, As-builts, BLA and Construction Surveys, Operate Leica Surveying Instruments, Collect and Record Field Information, Set and Recover Stakes, Markings, Place Monumentation, Equipment Upkeep

JUNE 2013 – OCTOBER 2015

ASSISTANT PERSONAL TRAINING DIRECTOR, LA FITNESS

Fitness Assessments, Formulate Customized Fitness Plans, Personal Training Sessions, Supervise Personal Trainers, Lead Weekly Progress Meetings, Cold Call 50+ Leads Daily, Sell Training Packages, Surpass Sales Goals

Achievements: - Top in Sales Seattle Region 2014, Promoted from Sales Consultant

JUNE 2012 – JANUARY 2015

ADMINISTRATIVE ASSISTANT, ORCA LAND SURVEYING

Front Desk Operations, Client Relations, Inventory Control, Online Marketing, Project Research, Website Maintenance, Project Consulting, CAD Drafting

EDUCATION

2016 - 2018

ASSOCIATES OF BUSINESS, EDMONDS COMMUNITY COLLEGE

2019 – 2021

BACHELORS OF PROJECT MANAGEMENT, COLORADO STATE UNIVERSITY

SKILLS

- Accounting and Budgeting
- Data Computing
- Technical Skills
- Microsoft and CAD applications
- Quality Management
- Project Scope Oversight
- Marketing and Branding Development
- Statistical Analysis

VOLUNTEERING

2015 –PRESENT

STORE ASSOCIATE, HABITAT FOR HUMANITY