**TIFFANY DUNN**

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| **Objective** | Throughout the course of my career, I have honed my performance optimization and schedule and timeline management abilities. I am an astute problem-solver capable of prioritizing and managing complex projects with proficiency.    In my previous role, I exercised critical thinking, decision-making, and project management in contribution of team efforts and organizational improvements. I am open-minded and focused on new developments in my field. I have proven to be effective and motivational, with proficiency in interpersonal and collaborative work. I enjoy brainstorming and coordinating efforts to achieve a common goal. |

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| **Work experience** | **02/2016 - 11/2019**  **MasTec Utilities** Woodinville, WA  ***Fiber Optic Supervisor and Coordinator***  I was the first line of communication between the vendor and sub contractor. I handled jobs from conception to closeout while checking and managing every milestone in between. Assign and track fiber optic testing, communicate with customers when complete, troubleshoot fiber, coordinate access into facilities, draw red lines, one lines and engineer completed jobs. |

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|  | **02/2016 - 02/2016**  **Cable Com LLC** Snohomish, WA  ***Project Coordinator***  Coordinated meetings with vendors and subcontractors; implemented standards; scheduled both employee shifts and job priorities. Answered directly to the Fiber director. Worked with telecommunications and fiber optics on a regular basis. |

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| **Education** | **09/2016**  **Capella University** Minneapolis, MN  *Bachelor's degree*  Airman Leadership School, MasTec Leadership coarse. |

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| **Languages** | **Language:** English  **Spoken:** Advanced  **Written:** Advanced  **Read:** Advanced |
| **References** | **Reference Name:** Jason Jordan  **Reference Company:** Mastec  **Reference Title:** Quality Assurance Inspector  **Phone:** 4253148612  **Type:** Professional |

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|  | **Reference Name:** Susan Camillo  **Reference Company:** Mastec  **Reference Title:** Office Manager  **Phone:** 4253154615  **Type:** Professional |

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| **Certifications and additional information** | I am an Air Force Veteran.  I have been coined, received numerous prestigious awards as well as furthered my education in the leadership position.  My Associates degree is in Weapons management, my bachelor's degree is in psychology, and I also have been through company funded courses. I have a total of 12 years of customer relations and service that I continue to expand on. |