

Program Manager / Project Manager Program Manager / Project Manager Mission Viejo, CA Open to new opportunities, preferably with-in the Cellular / PS Communication / IT Industries or within a local Jurisdiction. I want to apply my current skill sets while continuing to evolve in jurisdictional compliance, wireless communication construction and/or information technologies. I offer over twenty years of technical proficiency and fifteen years of professional experience with management, operations and coordination. Authorized to work in the US for any employer Work Experience

Program Manager / Project Manager Leaf Communications - Turnkey Telecommunication Solutions
- San Clemente, CA December 2015 to Present

PROGRAM MANAGER: Radio Frequency Testing & Equipment Commissioning Training new employees in the fundamentals of radio frequency propagation, system design and collection/testing Coordination of data collection and system commissioning projects all over the US Operation and maintenance of advanced cellular data and radio frequency measuring tools (TEMS, PCTel, Anritsu) Post processing data and creation of customized reports consisting of statistical data information, maps and photos. (CDMA, LTE, PS Radio) Log-in techniques for Commissioning and Troubleshooting of in-building DAS, designed for Public Safety and Cellular communications (JMA, Corning, Cobham, Comba, etc...) EME Compliance testing, signage and barrier design, report creation

PROJECT MANAGER: Cellular & Public Safety Communication Jurisdictional Compliance Compilation of a multi state/county/city jurisdictional requirement data base. Coordination of all permitting and compliance efforts throughout the US. Review of Construction Drawings ensuring compliance with the local jurisdiction's requirements and enforcement.

CONSTRUCTION SPECIALIST: Carrier Macro/Micro Sites & DAS Review of A&E Construction Drawings ensuring compliance with carrier design. Providing extensive site audits for the creation of customized reports or coordination with A&E designers. Coordination of Construction timelines. Quality Assurance of designs, material orders, documentation

IT Support All Employment Positions - California January 2004 to Present I have played an IT role in almost every employment position I ve held. I enjoy optimizing, securing and repairing PCs. 10 years optimizing and repairing hardware/software issues on laptops Windows Vista to 10 20+ years optimizing and repairing hardware/software issues on desktop

computers Windows XP to 10 4 years experience working with connection PCs and office equipment to established networks/servers Ability to quickly learn and excel in most PC software programs Ability to read and understand hardware manuals and setup operations 2 years experience repairing iPhones 1 year experience repairing Mac OS Project Manager M2 Engineers - Cellular A&E Firm - San Clemente, CA March 2013 to December 2015 PROJECT MANAGER: Carrier Macro/Micro Site Support & Site Acquisition Preliminary coordination of site location and scope details to teams. Review of A&E Construction Drawings ensuring compliance with carrier design. Coordination of Construction timelines. Quality Assurance of designs, material orders, documentation. FIELD AUDITOR: Carrier Macro/Micro Sites Coordination and planning for survey visits to remote mountaintop cellular sites. Providing extensive site audits for the creation of customized reports or coordination with A&E designers. IT MANAGER: Admin, Management & A&E Department PC Ops and Maintenance Initial cleaning, installation and optimization of all new company PCs. Creation and cataloging of PC system images for new employee computer transfers. Troubleshooting and repair of all hardware, software and networking issues. Setup and maintenance of all network printers, scanners and devices. Project Coordinator / Marketing Manager Sunstar Building Services - Stone & Metal Restoration Company - Laguna Hills, CA September 2007 to March 2013 MARKETING MANAGER: Online marketing and cold call sales Creation of an on-line website and email program that led to a 300% increase in growth. Creation of detailed process specifications to streamline proposal efforts, while providing a wealth of information to the client. Lead Generation and preliminary coordination with potential clients. PROJECT COORDINATOR: Execution of all proposal, work order and invoicing for Operations. Tracking and coordination of on-going maintenance program. Creation of document material templates to assist sales team. Education General Studies / Code Compliance / Mechanics Saddleback College - Mission Viejo, CA January 1998 to May 2002 High school or equivalent in General Studies / Mathematics / Computer Technology Dana Hills High School - Dana Point, CA August 1993 to May 1997 Computer Science ROP - San Juan Capistrano, CA August 1993 to 1995 Skills Cellular System Audits (5 years), Cellular & Public Safety Radio Frequency Testing (4 years),

DAS Equipment Commissioning (4 years), Jurisdictional Compliance (7 years), Computer Repair (10+ years), Computer Software (10+ years), Technology Troubleshooting (10+ years), Report Design and Creation (10+ years), Construction Drawing Quality Assurance (7 years), Project Coordination (10+ years), Project Management (6 years), Apple Certifications/Licenses Driver's License Assessments Organizational Skills Expert June 2019 Arranging and managing information or materials using a set of rules. Full results: https://share.indeedassessments.com/share_assignment/iqkdjmbgtib2olc Project Management Skills: Time Management Highly Proficient June 2019 Prioritizing and allocating time to effectively achieve project deliverables. Full results: https://share.indeedassessments.com/share_assignment/gsve5aq2psle9vtv CRM Skills with Salesforce Expert June 2019 Measures a candidate's ability to demonstrate a knowledge of Salesforce objects, fields, and processes. Full results: https://share.indeedassessments.com/share_assignment/fdelfdgvflmhx7 Project Management Skills: Budgeting Highly Proficient June 2019 Measures a candidate's ability to manage project budgets by appropriately allocating and monitoring financial resources. Full results: https://share.indeedassessments.com/share_assignment/pixymb-zjgsipr-f Problem Solving Expert June 2019 Measures a candidate's ability to analyze relevant information when solving problems. Full results: https://share.indeedassessments.com/share_assignment/qalgjvbpnt1m81ae Critical Thinking Highly Proficient June 2019 Using logic to solve problems. Full results: https://share.indeedassessments.com/share_assignment/t-ne504-zxbb1gy2 Intermediate Word Processing with Microsoft Word Highly Proficient July 2019 Measures a candidate's knowledge of intermediate Microsoft Word techniques including the use of formatting, Track Changes, and Comments. Full results: https://share.indeedassessments.com/share_assignment/wkfgomblvts38tza Basic Word Processing with Microsoft Word Expert July 2019 Measures a candidate's knowledge of basic Microsoft Word techniques for word processing, including the use of tools to format or edit text. Full results: https://share.indeedassessments.com/share_assignment/edwvmvs5qc4n5tpq Human Resources Skills: Compensation and Benefits Highly Proficient July 2019 Measures a

candidate's knowledge of compensation and benefits programs. Full results: https://share.indeedassessments.com/share_assignment/oc4bwgivwbjst7nw

Basic Computer Skills: PC Highly Proficient July 2019 Measures a candidate's ability to perform basic computer operations, navigate a Windows OS, and troubleshoot common computer problems. Full results: https://share.indeedassessments.com/share_assignment/sxw0n322emwg4ho6

Search Engine Optimization Highly Proficient July 2019 Measures a candidate's ability to interpret online website performance metrics and understand search engine optimization tactics. Full results: https://share.indeedassessments.com/share_assignment/2rv53uubbet8u2n9

Management & Leadership Skills: Planning & Execution Highly Proficient July 2019 Measures a candidate's ability to effectively plan and manage resources to accomplish organizational goals. Full results: https://share.indeedassessments.com/share_assignment/ah-ol8m6ens5vk1n

Proficiency with Microsoft Office: Mail & Calendar (Mac) Highly Proficient July 2019 Measures a candidate's proficiency in using Microsoft Office Mail and Calendar tools to manage their workload. Full results: https://share.indeedassessments.com/share_assignment/nvevd6y-e2y-eu8e

Proficiency with Microsoft Office: Mail & Calendar (PC) Highly Proficient July 2019 Measures a candidate's proficiency in using Microsoft Office Mail and Calendar tools to manage their workload. Full results: https://share.indeedassessments.com/share_assignment/j2uftdpao5x1hodc

Real Estate Expert July 2019 Measures a candidate's ability to match listings with specifications and identify errors on marketing materials. Full results: https://share.indeedassessments.com/share_assignment/mnlodt7fysspqq2ga

Social Media Expert July 2019 Measures a candidate's ability to create content, communicate online, and build a brand's reputation. Full results: https://share.indeedassessments.com/share_assignment/st06z-weq9-7uqan

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