Jessica Claire

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- ✓ resumesample@example.com

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EXECUTIVE SUMMARY

25 years progressive experience in Project Management, Network Operations, RF, Construction, Engineering, Installation, and Quality Control.

CORE QUALIFICATIONS

- Operations management
- Staff development
- Inventory control
- Change management
- Cross-functional team management
- Staff training
- Supervision and training
- Skilled negotiator
- Sound judgment
- Complex problem solving
- Calm under pressure

PROFESSIONAL EXPERIENCE

SR. PROJECT MANAGER/CONSTRUCTION MANAGER

07/2013 to 2015

Abbott Laboratories | Newark, NJ,

- Lead Project Manager from proposal to closeout.
- Full scope understanding of work from customer provided Task Summary, CDs, Port Matrix, tower structural analysis, tower design, mount analysis, and RFDS.
- Determine budgeted hours per job and work closely with leadership on bid proposal while adhering to customer driver bid pricing matrix.
- Assign internal personnel and contractors per ability and size of job.
- Monitor daily progress of teams to assure completion is on track within budgeted hours.
- Work closely with Construction Managers and Foreman on tools and test equipment needed per crew, training, MOPs, road blocks, and personnel evaluations and expectations.
- Review and submit BOM
- Submit Change Order Requests to customer when issues arise that are outside original scope of work, or additional materials are needed.
- Utilize customer tools such as Site Handler, CAM, and Siterra.
- Chair daily pipeline calls with customer to discuss BPs, equipment delivery, NTPs, POs, scheduling, CORs, estimated completion date, closeout submittal, and punch list items issues and corrections.
- Conduct weekly team meetings to discuss closeout discrepancies, jobs over budget, scope, MOPs, hours, support, team building exercises, and individual recognition to those who go above and beyond.
 Provide leadership a weekly Executive Summary outlining progress based
- on total jobs assigned, construction complete, closeout submitted, closeout accepted, and invoicing outlining PO received and pending.
- Projects Managed: Ericsson/AT&T Microwave back haul for Southeast region.
- Sprint 2.5 Audit Project and Installs.
- Ericsson/T-Mobile L700 for State of Florida.

OPERATIONS MANAGER/FIELD MANAGER/P&D-CUSTOMS MANAGER

05/2011 to 06/2013

Caci International Inc. | Fayetteville, NC,

- All aspects of Operations on 3 US Virgin Islands.
- Prioritize equipment failure in accordance to MTTR.
- Coordinate travel, order and stock parts, asset management, vendor management, and RF coverage and interference evaluations.
- Launched 4G and LTE in region from installation to turn up and test.
- Equipment Trained on: Alcatel/Lucent MDR 6000, 8000, and MPR 9500 microwave radios.
- All aspects of Ericsson 3G, 4G, & LTE.
- Nortel 2G, Cisco and Juniper routers, Cisco SIADs, TruPosition LMU,
 Flash Technologies tower lighting, and various power plants.

NATIONAL SR. PROJECT/CONSTRUCTION MANAGER 08/2007 to 04/2011

AT&T Towers | City, STATE,

- Coordinated modification and reinforcement of cell towers per added carrier proposed loading.
- Communicated with customer on financial responsibility when carrier's proposed load fails the tower.
- Worked with customer and PE on revised loading to keep tower at a passing level.
- Direct liaison with local Construction and RF Managers, Civil contractors, and Structural Engineers.
- Managed all aspects of install and modification from zoning, FAA, BPs, CO and installation NTP.
- Drive daily conference calls and report time lines for all milestones.
- Manager of Collocations for West/Pacific NW, and South Texas.

- Drive weekly pipeline calls to insure timely deliverables of all milestones of the collocation process.
- Provide a weekly action item report on all deliverables from AT&T network approval for carrier collocation, zoning, tenant execution, lease drafting, structural analysis, CM review, and NTP on installation of carrier loading.
- Coordinate with RF group to assure AT&T network's current and proposed future load are reserved on the tower before approval of customer added load.
- Train RF and Operations on Siterra program and processes.
- Reviewed CDs and implemented compound space best practices
- Reviewed and approved vendor closeout packages.

SENIOR OPERATIONS ENGINEER

04/2007 to 08/2007

Cingular Wireless | City, STATE, United States

- AVP assigned Field Operations Representative for executive formed group Network Performance Center.
- Created MOPs and best practices.
- Identified over 500 traditional T-1 circuits causing data loss on GSM network.
- Developed a LIF attenuation script through Nokia MML that identified data loss through incorrect line build out.
- Worked with transport to provision traditional T-1s to fiber or microwave.
- Analyzed network issues and created tickets in CTS for field repairs.
- Supported local field on equipment escalation issues and repair.
- Worked directly with Nokia and Ericsson technical support.

SENIOR FIELD ENGINEER

07/1997 to 08/2007

Bellsouth Mobility/Cingular Wireless | City, STATE,

Launched new market in 1997. Managed DSC/Alcatel300 DACS in Ft. Myers CO. Provisioned, mapped, and tested all cell site T-1s in Southern portion of network. Turned up and tested DS3s from Ft. Myers to Tampa. On call Field Engineer responsible for all TDMA, GSM, and 3G equipment and facility outages for assigned 62 sites and entire network while on call.Provided troubleshooting MOPS for channel adds, equipment reconfiguration, antenna sharing through the RXAIT, and T-1 performance monitoring. Quality Control Manager for the install of Nokia 2G and Ericsson 3G. Provided standards for equipment install from equipment layout to DSX wiring. Operations Chairman for monthly RF/Operations meetings.

SENIOR MICROWAVE/ LABORATORY ENGINEER

07/1995 to 07/1997

Betacom Inc. For Bellsouth Mobility | City, STATE,

 Laboratory Engineer responsible for the re-tune and test of Harris MW from 2GHZ to 11GHZ. Ordered stals for local oscillators, and TX and RX filters per Bellsouth supplied path data sheets. Set radios up back-to-back with attenuator and wired through DSX. Set power out, tuned LOs and tested MUX. Provided supporting engineering documents along with AGC curve. Turned up and tested re-tuned radios in field and cut over for customer acceptance.

EDUCATION

Select One |

GPA:

Technical Diploma 992 Hours | Ground Radio/Wideband

11/23/1985

Communications

United States Air Force, Biloxi, MS

GPA:

Electronics and Telephony

AFFILIATIONS

Georgia Wireless Association

PMP Professional

SKILLS

2G, 3G, UMTS, 4G, LTE, Operations, Project Management, Real Estate, Tower Structural analysis, Training, Team Building, Leadership.

ADDITIONAL INFORMATION

- Honors/Awards
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- Inventor of United States Patent # 7,053,763,B2 System And Method For Alarm Monitoring.
- CompTIA NetPlus Certified 2013
- United States Air Force: 1836 Engineering and Installation Group. Lindsey AFB Germany May 1985 to May 1991. Top Performer Award.