# **LISA S. WILLIAMSON**

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Authorized to work in the US for any employer

Education

**Walden University,** Minneapolis, MN

*Master of Science Project Management (Expecting completion 2016)*

**Walden University,** Minneapolis, MN

*Graduate Certificate, Applied Project Management 2015*

**Strayer University,** Chesapeake, VA

*Master of Business Administration, Human Resources 2007*

**Shaw University,** Chesapeake, VA

*Bachelor of Science Business Administration, Management 2004*

Professional Affiliations

**Project Management Institute (PMI)**

*Membership 2011- Present*

**Society for Human Resource Management (SHRM)**

*Membership 2008-Present*

Professional Experience

**Pursuing Master of Science Project Management** 08/14-Present

**American Tower Corporation** 12/15-04/16

DAS (Distributed Antenna System) In-Building and Outdoor Deployment Specialist (Contractor Position)

**Achievements:**

Tasked with getting the oDAS project payments current. The oDAS invoicing was behind

**Responsibilities:**

* Deployment Specialist managed 200 DAS Sites (iDAS and oDAS)
* Supported 5 Deployment Managers, 3 Business Managers, Regional Deployment Manager and Customers Verizon Wireless, T-Mobile, AT&T Mobility and Sprint Nextel
* Provided timely projects daily status to Regional Deployment and Deployment Management team
* Managed Leased Agreements Partially to Fully Executed (PEA-FEA). Ran daily report checking for Fully Executed Agreements. Once agreements are Fully Executed a request to Business Manager for final financial hand-off package. Business Manager provide New DAS Budget Worksheet and Project Initiation form (PIF) for updating with final financial information then forwarded to Capital Contribution for updating budget, financial information added to closeout folder for a total of 30 sites in excess of $200M
* Subject matter expert for oDAS License Application Agreements – All agreements were past-due or due and I was task to bring all current. 39 Agreement. Read each agreement then compared to information uploaded in oDAS SharePoint and Oracle. Information missing or incorrect was added or corrected. My next step I reached out to the main contacts for each agreement to first introduce myself and secondly discuss the invoicing/payments. My first goal was to get all past-due payments up-to-date. The urgency were to get in front of the sites that were due to be shut down because of none payment. Next goal to get the different pay frequencies which are annually, monthly and one time lump sum payment back on schedule. 2176 licenses are 1819 Pole Attachments, 79 Soles Poles, 157 Nodes, 121 fiber, total $705M. Presented to Deployment Manager and Senior Deployment Manager update for all agreements and suggested the way to stay a head would be to run a report to see which agreements are due for the next payment and reach out to the contacts making sure they have what they need to invoice for the next due payment. This was a win-win for the group as well as for the Customers
* As-Builts – Generated daily report checking for sites needing Workflow (WF) numbers assigned. Once the workflow number has been generated RF Engineer and Construction Manager will receive a trigger making them aware they have new projects Update the site with Workflow number in Polaris
* Tenant Ready Sites – Received email from Deployment Manager, request Regional Deployment Manager the approval and site information forwarded to Dev Project Management team to update project status to complete and assign end date. I update Microsoft Project actualize milestone and file the approved email in close-out folder on DAS drive
* Prepared site information packages and other customer deliverables for Deployment Managers
* Updated Purchase Orders financial information in Polaris
* Generated daily and weekly reporting providing site updates to Deployment Managers for the following reports Tenant Ready, Commencement, Deployment overdue, Milestone Billing, Invoicing

**Ericsson,** Durham, NC05/14- 08/14

**Site Acquisition Manager II** (Contractor Position)

**Responsibilities:**

* Project Manager for AT&T Sites, responsible for all aspects of Site Acquisition, to include: site identification, A&E, legal/leasing, zoning/permitting, and jurisdictional approvals for site construction, Site file Audit
* Facilitated weekly meetings between AT&T management and vendors to evaluate project deliverables and develop future tasks
* Radio Frequency Data Sheet (RFDS); reviewed for accuracy and redline for corrections
* Successfully negotiated with tower companies and private landlords (LL) to ensure all proper authorization for site construction, to include lease amendments, landlord consent, and access restrictions
* Completed and tracked all purchase orders and change orders, ensuring proper approval are obtained and invoices paid in a timely manner. Prepared, and Tracked lease document package for client’s legal approval and landlord approval
* Scheduled deployment meetings for site by site updates and provided customer with comprehensive job status reports and problem resolutions
* Vendor Manager and third party vendor management; coordinated, prepared and maintained baseline schedule build plans in accordance with client requests; Evaluated pricing and performed analyses to optimize overhead; internal profit margin and GC pay rates; Wireless Services Closeout Processes knowledge from site inception through completion contractual carrier compliance
* Project closure – Audited each site for accurate and required documentation to include financial backup and distributed to customer per contractual date in accordance with corporate and customer standards

**Mastec Network Solutions,** Cary, NC05/11- 03/14

***Site Acquisition Project Manager (LTE)*** (No longer with position due to layoff in March 2014)

Completed site acquisition process from submittal of tower application to NTP (Notice to Proceed), Team leader Project Specialist for LTE initiative and Project Coordinator LTE initiative

**Achievements:**

Accomplishments: Several promotions; Supervised Specialist; Chosen by upper management as the person to Pilot the

Site Acquisition Team Lead Project Specialist position. After six months in the position I presented to Management and Director Team how adding this position would be another check point to help project managers with meeting all milestones through project closure. This position would be a win-win for the organization

**Responsibilities:**

* Managed AT&T’s sites for UMTS 2C, LTE 2C and LTE Wave’s 5&6 initiatives projects North/South Carolina for 2013 and 2014
* Completed site acquisition process from submittal of tower application to NTP (Notice to Proceed) release to include application, cd’s lease amendment, zoning and permitting approval
* Responsible for managing and monitoring vendors, local PM and supplier performance throughout the project life cycle including closeout

**Prior Positions Held**

Ceridian Corporation**,** Morrisville, NC 11/08- 05/11

***Human Resources/Payroll Specialist*** (Laid off due to entire division decreased 2011)

Customer Services Specialist and Call Center

Nortel, Research Triangle Park, NC02/94- 11/08

***Sales Support Inbound Order Manager and Supply Chain Management*** (Laid off due to entire division decreased 2008)

Team Leader Marketing, Finance, Software Application Engineer, Team Leader Accounts Payable/Accounts Receivable

SUMMARY OF SKILLS AND QUALIFICATIONS

Project Management (Certified Project Manager) Microsoft Word, Excel, Project, PowerPoint, Outlook CASPR

Excellent Problem-solving Cross-level Teaming and Management CA Clarity

Critical Thinking Calendar Management Oracle

Cost Management Excellent Time Management SharePoint

OOA-On Air Access Polaris (Financial Management and Reporting) ERP/SAP

Siterra, (Extensive knowledge) High Orbit (Workflow Management) Treev