

OWNER/PROJECT MANAGER

Executive Summary

Experienced Wireless Professional with over 10 years of Construction and Project management background in mods, upgrades, NSB and working with multiple carriers. * Familiar with all aspects of construction from SOW, BOM, redlining, Site acquisition/NTP process, quality inspection, Vendor/contractor management and tracking. * Strong understanding of GSM, UMTS LTE technologies.

Professional Experience

Owner/Project Manager 08/2013 to 10/2015

Company Name City, State

- Preparing regular progress reports for project sponsors
- Making daily tasks lists and delegating responsibility
- Arranging and leading on regular team meetings
- Keeping up to date with any policy and legislation changes
- Undertaking site checks to monitor progress
- Dealing with matters arising from stakeholders such as environmental and local community issues
- Monitoring budget reports
- preparing the site and liaising with other construction professionals such as architects, engineers, buyers, estimators and surveyors before construction work starts
- developing the program of work and strategy for making the project happen
- planning ahead to prevent problems on site before they occur, for example, planning the delivery and storage of equipment and materials
- making safety inspections of the site when work is underway and ensuring regulations relating to health, safety and the environment (HSE) are adhered to
- overseeing the running of several projects
- communicating with a range of people including the client, subcontractors, suppliers, the public and the workforce

Construction Manager 08/2012 to 07/2013

Company Name City, State

- Serving as jobsite representative for the carrier
- Assisting in the identification and qualification of the various sub-contractor required for the project, including all site and building trades
- Providing coordination and input as needed with utility companies providing services and infrastructure for the project, including schedule and cost management
- Developing initial project specific cost estimates and taking lead responsibility with the budgetary management of the various cost components of the project
- Monitoring and ensuring schedule performance and quality workmanship of contractors
- Working closely with the contractor, architect, civil engineer, and associated consultants in developing site specific value engineering options for the work
- Reviewing change proposals, proposal requests, requests for information, supplemental instructions, and other contract documentation as required on behalf of the carrier's interests
- Reviewing and approving contractor payment requests
- Attending local meetings, approval meetings, and conferences on behalf of the carrier; documenting and taking action on items in the carrier's interests
- Maintaining relationships and acting as the carrier's liaison in matters associated with Federal, State, and Municipal matters, including the City's permitting and inspection requirements
- Reviewing tenant leases and requirements as it pertains to the carrier's obligations, ensuring the carrier meets the requirements while controlling project cost
- Coordinating with tenant's design and construction personnel to ensure accuracy in the owner's development of tenant's documents
- Serving as an information resource by coordinating tenant's work, participating in meetings, resolving disputes, providing ongoing feedback, and coordinating project punch list and close-out

Owner /Project Manager 07/2010 to 08/2012

Company Name City, State

- Accountable for ensuring the successful planning, delivery, implementation and completion of Goins Services LLC projects.
- Primary management functions included, but not limited to; The Scope within the Goins Services LLC and Customer Agreement, Vendor/Subcontractor Agreements, Schedule and Financial aspects of the project, Quality and Safety, and Resource Management.
- Conducted and or attend weekly meetings with cross functional project staff to review individual site progress.
- Cross Functional Project Management Tracker required; Assisted in project financials including funding request estimates and managing/assisting with billing/receivable; Oversaw and or assisted in selection and management of employees.; Coordinated up-to-date reporting of site acquisition, construction, zoning, and logistical progress for client via the Quick base database and/or other client or project management requirements.
- Supervised and managed the administrative, site acquisition, land use planning and construction teams progress to meet or exceed project timelines in a cost-effective manner related to new construction and modifications to wireless facilities.

Construction Manager 03/2009 to 09/2010

Company Name City , State

- Managed 1700 + sites in the San Francisco market.
- Working on different solution such as GSM, UMTS, DNB, OBIF and LTE.
- Overseeing project lifecycle including project scoping, scheduling, resourcing, and quality, cost change orders.
- Responsible for financials, site walks, work closely with Site Acq.
- to get sites release, approving materials needed for site construction, keeping a daily tracker of site progress, performing punch walks to determine quality of work done on sites and client needs.
- Conducted meetings, resolved complex issues, interfaced with my counterpart at AT&T to discuss any issues, reviewing and approving Close out packages (redline RFDS, pictures, sweeps, etc.).

Construction Manager 12/2006 to 02/2009

Company Name City , State

- Ensured that all Service Providers are adhering to our standards, processes and procedures as well as all Federal and Local standards.
- Responsibilities Include: Assured that approved materials are installed on the project.
- Checked that the working environment is maintained at an acceptable level, carry out safety inspections and ensure that tools, etc.
- are in good working condition.
- Coordinated site activities and assures that all disciplines directly involved in the project are in phase with the Project goals and objectives; Scheduled activities and trouble-shooting results.
- Performed pre-inspections and coordinate post-construction audits, Site verification, and Visual inspection of quality on site.
- Prepared regular interval progress reports as required by the project.
- Provided accurate status information on the progress to project management.
- Reject wrong deliveries of material to site and responsible for the proper interpretation and compliance of the design plans.
- Ordered and return materials; NTP receipt verification, RFDS submission review.

CONSTRUCTION MANAGER 02/2004 to 11/2006

Company Name City , State

- Planned and managed all issues related to the tower crew and required to assure that all assigned crews were equipped and supplied properly in addition to reporting on the client's construction progress.
- Managed day-to-day operations of site acquisition projects.
- Hired and trained new site acquisition specialists and administrative staff.
- Managed project budgets, including employee salaries and office overhead.
- Forecast project deliverables and ensured that the forecast is realized.
- Interacted with clients on all levels to insure good relationships between companies.
- Promoted office harmony and resolved any employee disputes.

Education

Associate : Electrical Engineer 1992 Palomar College City , State , US

Bachelor Electronic : EET 2005 DeVry Institute City , State , US

Certifications

Fall Protection, Rescue Competent Climber, Andrew Connector/Weatherproofing, EME/RF Radiation, American Red Cross-Standard First Aid/Adult CPR, OSHA 10 Hour Trilogy, Connectors & CommScope , Anritsu Certified, MS Word, MS Excel, T-Berd, Debug Phone, Voltage Meter, Sweep Masters training, Site Quality training

Skills

MSWord,Excel