

Working knowledge of Local Area Network (LAN) support, including servers, equipment, and Maintenance.

During the October 2015 historical floods, the MasTec building was destroyed. Therefore, MasTec did not have a physical presence in the Columbia South Carolina area. My degree also has specific college level courses in Network Architecture, System Administration, Local Area Network, Management of Networks, Project Management, Hardware & Operating Systems, Programming, & Management of Networks. I also have 17 certifications outside of my degree in Network Defense, Incident Management, Oracle, Open-Source Intelligence, Cyber Intelligence, and more.

S = During the October 2015 historical floods, the MasTec building was destroyed. Therefore, MasTec did not have a physical presence in the Columbia South Carolina area.

T = I was tasked with the responsibility of finding a physical location that would meet the need for CAT 5 cabling, Internet Access, Network hardware designated area in building, large yard acreage, secure gating, and reasonable leasing terms.

A = Researched multiple commercial properties, spoke with leasing agents, & visited physical locations to determine the best physical location for MasTec in South Carolina.

R = 409 Burton Rd lease secured for the 5 years I was at MasTec. The building was previously a call center with multiple desktops, telephone lines, and offices. The yard had a secure gated fencing, multiple offices, meeting room area, and cubical area for desktops. I received all the hardware including a server, router, access point, cloud server, and backup emergency battery. I installed each of the hardware items at the Lexington and Greenwood offices. Internet was provided by a provider that we were not under a contract with so there would not be a conflict of interest between the contractual terms and conditions between MasTec/ATT/Verizon/CTL.

Ability to estimate and budget for future needs and cost of personnel, space, equipment, supplies and Services.

This aligns with my responsibilities in HR for staffing projects, salaries of employees, vendor relationships for purchase orders of materials, office equipment, inventory, laptops, lease agreements for multiple locations across multiple states, and project performance bonuses.

S = Project bids outside of the master ATT contract.

T = Generate reports of staff, salaries, office locations, trip cost (if applicable), subcontractor availability, materials needed for project.

A = Request for material quotes, analyze if location of office or if a trip for staff was best option, and gather subcontractor availability. Then combine all data into a written proposal for the bid opportunity.

R = Bid awarded with a 10 – 15% profit.

Ability to analyze administrative problems and adopt an effective course of action.

As stated in the PMBOK, all projects have conflicts. This is why we Budget with uncertainty or Reserve Funds included in the estimate. This collaborates with my responsibilities at MasTec with HR, AR, PO, AP, and P&L Reporting. While at Terex, for Branch monthly cost reporting, & yearly market analysis to improve margin growth, quoting, and execution processes. I have had to analyze operational personnel, budgets, location, materials, equipment, vendors, and more throughout my career history.

S = The Verizon project in Ohio was awarded to us after the Verizon project in New York was completed. I did not work on the New York project, but it was brought to my attention that this project had a 10 million invoice backlog of unreceived payments. The Ohio project's invoicing was put under my management.

T = Create and implement a data flow process for invoicing that would not have the same results as the New York project.

A = The master contract states that invoicing can be billed at 100% or at an 80/20% split should Verizon be determined the party responsible for delay in project completion. MasTec had teams working multiple project locations simultaneously. Verizon had one-person performing audits on completed MasTec work. This was the reason for the delay in payments. I instructed IT to configure in Oracle the Verizon projects at an 80%/20% invoicing split.

R = Successful receipts of payment within the 60-day contractual terms and conditions as shown in the accounts receivable reports. Bonus' were awarded every year for meeting and exceeding financial goals.

Provides recommendations for planning and implementation of data processing and information Systems.

I created the process and procedures to implement for each of the project's invoicing across multiple software systems and applications to meet SOX compliance, SEC reporting, local, state, federal, MasTec, ATT, Verizon, CTL contractual terms and conditions.

S = Contractual Financial Data ranging from \$100,000 to \$67 Million needs to be accurate, trackable and compliant with SOX.

T = Record retention for SOX, accurate tracking of work orders, work completed, financial data entered in multiple information systems, procedures and policies compliance with multiple companies, & compliance with multiple state laws.

A = Read the contractual financial agreements with MasTec, ATT, Verizon, CTL, Citizen's Telephone etc. Create and implement flow procedures following SOX and multiple state laws, utilize multiple information systems such as MS Project, Excel, Access, QuickBase, Oracle, Google Smartsheets, ISSO, CRIS, ACAS, & ORCA.

R = MasTec did not fail any audits completed by ATT, Verizon, CTL, Citizen's Telephone, or internal audits conducted by the Controller. Bonus' were awarded every year for meeting and exceeding financial goals.

Professional experience in a technical and complex information technology environment supporting the day-to-day management, administration, and application development needs of private or public organization.

MasTec is a nationwide organization that provides critical infrastructure construction & engineering services for telecommunications, power, gas, cell tower, wired line Fiber optic cables, copper communications, overhead and underground infrastructure.

S = Each project is unique in the contractual terms and conditions. The privileged access to information systems, reporting requirements, billable units, materials, vendor requirements, staffing, invoicing percentages, and documentation requirements.

T = Create a flow of data retention across multiple systems, requirements, constraints, contractual terms, documentation, organizational policies, and laws.

A = I would read the contract to analyze the requirements. Then I would meet with Project Managers, IT, Controller, billing team members to gather input. Next, I would train others to implement the procedures I created to meet all requirements. ATT used MS projects, MS Access, Excel, Oracle, ACAS, and ORCA for a 30/30/30/10 split in invoicing with redlines & 5Ws. ATT required MasTec to supply materials. We used Power & Tel and Graybar. ATT allowed a 100% Subcontractor with MasTec Supervisors & Project Manager. Verizon supplied materials, required pictures of micro cell towers, and had an 80/20 invoicing split. We used Google Smartsheets, QuickBase, Oracle, and ISSO. Verizon had a 60/40 staff requirement. CTL required KGP materials, 100% invoice, pictures, and a certain check list for materials. We used MS Project, Excel, and CRIS. CTL requires a 50/50 staff of MasTec/Subcontractors.

R = Successful project completion that awarded new opportunities and Bonus' every year for meeting and exceeding financial goals.

Formulates policy for the implementation of new system network functionality. The process, procedures, tasks, and system design.

I created the policy, procedures, training, and implemented each project to meet contractual terms and conditions.

S = Contractual Terms and Conditions, Governance of applicable laws, Constraints in Software, & MasTec corporate policies.

T = System design that incorporates all requirements. ATT (30/30/30/10), Verizon (80/20), CTL (100).

A = Staffing for projects, privileged access to software, budget expectations, location constraints, Federal SOX laws with proper documentation for monetary tracking, training on corporate policies.

R = Results are shown through proper documentation retention, & Account Receivable reports (30/60/90/180) for allotted time frame per contractual agreements. ATT (60 days), CTL (90 days), Verizon (60 days), VA (90 days). Ultimately, the goal is to have a system that delivers value.

Professional experience supervising a team of IT professionals in a business or public organization.

I have 5 years of this experience at MasTec.

S = The Oracle build of each project's contractual terms and conditions. The privileged access to information systems, reporting requirements, billable units, materials, vendor requirements, staffing, invoice percentages, and documentation requirements.

T = I would read the agreement between ATT/Verizon/CTL to analyze the terms of the contract. I would then instruct Melvin and Lawrence (both MasTec IT) the hardware (laptops, mouse, network extender, etc), and the requirements the project would need to meet in Oracle.

A = Direct IT asset coordinator on hardware needed, privileged access of devices (laptop, mobile phone). Direct IT programmer on building the project in Oracle's virtual environment (VM Ware). The Oracle application build would include privileged access to information systems, reporting requirements, billable units, materials, vendor requirements, staffing, invoicing percentages, and documentation requirements. I would test multiple times throughout the Oracle project build, document any errors or additions needed to be added to Oracle. Once the project build was completed in Oracle and there were no errors or additions to be made, IT programmer would export from the virtual environment to the live Oracle environment. I would then test every requirement again. This includes privileged access to information systems, reporting requirements, billable units, materials, vendor requirements, staffing, invoice percentages, and documentation requirements.

R = Successful project management of privileged access to information systems, reporting requirements, billable units, materials, vendor requirements, staffing, invoice percentages, and documentation requirements. Bonuses awarded every year I was at MasTec for meeting or exceeding goals.