

# Pooja Huff

## Network Implementation Program Manager

(813) 555-1234   pooja.huff@example.com   linkedin.com/in/poojahuff   123 Main St, Tampa, FL 33601

### STRENGTHS

- Effective Communication**  
Clear exchanges foster collaboration, making other teams feel part of each project's journey.
- Proactive Problem Solving**  
Addressing project roadblocks swiftly prevents delays, building confidence among team members.
- Leadership**  
Galvanizing teams towards collective achievement cultivates a strong sense of purpose and direction.
- Detail-Oriented**  
Careful oversight ensures project meet quality benchmarks, nurturing trust within and without the organization.
- Organizational Skills**  
Systematic approaches streamline processes, rendering multitudes manageable amidst differing requirements.

### SKILLS

Telecommunications Project Management

Network Design and Deployment

Risk Management

Vendor Oversight

Data Analysis and Reporting

Process Improvement

Cross-Functional Collaboration

Documentation Skills

Quality Control

Milestone Management

Analytical Skills   Cost Estimation

Resource Planning

### SUMMARY

Dedicated Network Implementation Program Manager with over 5 years expertise in telecommunications and network deployment. Proven track record of executing large-scale projects effectively, overseeing cross-functional teams for timely completion and adherence to quality goals. Proficient in various project management methodologies and tools, with strong analytical skills helping drive operational success. Experience spans milestone management, vendor oversight, and quality control activities. Challenge-driven and adept at developing strategies that promote effective collaboration across diverse stakeholders.

### EXPERIENCE

#### Network Implementation Program Manager

Innovative Networks Inc.   January 2022 - Present   Orlando, FL

Directs the execution of complex telecommunications projects, aligning workflows with engineering standards and vendor requirements. Provides leadership throughout the program cycle to ensure that project deliverables maintain high accuracy and quality benchmarks.

- Spearheaded comprehensive implementation strategies ensuring engineering compliance and timely execution.
- Managed critical milestones and deliverables resulting in on-schedule outcomes across multiple initiatives.
- Identified potential project risks proactively, creating mitigation plans fostering continuous operations.
- Oversaw vendor performance against service level agreements, acting on non-compliance swiftly to sustain project timelines.
- Maintained detailed project documentation ensuring meticulous account of stakeholder progress reporting.
- Facilitated cross-functional collaboration enhancing project execution efficiency and team morale.

#### Network Deployment Specialist

NextGen Communications   June 2018 - December 2021   Jacksonville, FL

Led network deployment efforts while collaborating closely with engineering teams. Ensured successful outcomes by maintaining an unwavering focus on design specifications and quality metrics.

- Coordinate multi-faceted network projects documenting compliance with established design specifications.
- Executed milestone management, delivering real-time updates for enhanced stakeholder transparency.
- Collaborated diligently with vendors for accurate quality assurance metrics maintenance during projects.
- Conducted thorough analyses of project data leading to improved reporting practices for executive review.
- Implemented risk assessment models, cultivating proactive responses to mitigate potential project derailments.
- Brought forth innovative process enhancements decreasing project timelines dramatically and improving delivery.

#### Project Coordinator

TechConnect Solutions   August 2016 - May 2018   Miami, FL

Assisted in the orchestration of dynamic telecommunications projects. Supported project timelines and expected standards through vigilant coordination and communication amongst peers.

- Helped steer various telecommunications projects ensuring strict adherence to set objectives and deadlines.
- Coordinated resource planning aiding successful tracking of project milestones and vendor engagement.

Stakeholder Communication

Regulatory Compliance

## LANGUAGES

English Native

Spanish Intermediate

## MY CAREER



● Network Implementation Program Manager at Innovative Networks Inc. (4.4 Years)

● Network Deployment Specialist at NextGen Communications (3.5 Years)

● Project Coordinator at TechConnect Solutions (1.8 Years)

- Prepared precise documentation pivotal for facilitating engaging discussions among stakeholders for project clarity.
- Excels in risk management activities identifying issues early on to execute solutions effectively.
- Cultivated a culture of open communication receptive to team member feedback enhancing overall performance.
- Actively participated in targeted process enhancement programs optimizing our approach within project engagements.

## LEADERSHIP & AWARDS

- Certified Project Management Professional (PMP), 2021
- Recognized with Leadership Excellence Award at Innovative Networks Inc. for outstanding project oversight, 2024

## EDUCATION

### Bachelor's Degree in Telecommunications

University of Florida 🎓 GPA: 3.6 📅 2016 📍 Gainesville, FL

**Coursework:** Network Design, Project Management, Communication Systems, Wireless Technologies

## CERTIFICATIONS

- Certified Project Management Professional (PMP) 📅 2021
- Lean Six Sigma Green Belt 📅 2022

## TECHNICAL SKILLS

- **Project Management Tools:** MS Project, JIRA, Asana
- **Network Protocols:** TCP/IP, MPLS, VoIP
- **Data Visualization Tools:** Tableau, Power BI, Google Data Studio
- **Communication Tools:** Slack, Microsoft Teams, Zoom
- **Collaboration Software:** Confluence, SharePoint, Basecamp
- **Reporting Standards:** ISO 9001, ANSI/TIA-568
- **Cloud Platforms:** AWS, Azure, Google Cloud
- **Networking Hardware:** Cisco Routers, Juniper Switches, Aruba Access Points
- **Compliance Regulations:** FCC regulations, GDPR
- **Program Development Methodologies:** Agile, Waterfall, Scrum

## PROFESSIONAL AFFILIATIONS

- Member of Telecommunications Industry Association since 2019
- Active Participant in Women's Network in Technology group since 2022

## ADDITIONAL INFORMATION

**Work Status** : Authorized to work in United States. No sponsorship required.

## REFERENCES

AVAILABLE ON REQUEST