

# Pooja Huff

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📍 123 Main St, Tampa, FL 33601

## SUMMARY

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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

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### Network Implementation Program Manager

January 2022 - Present

Innovative Networks Inc.

*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

June 2018 - December 2021

NextGen Communications

*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

August 2016 - May 2018

TechConnect Solutions

*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.
- 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

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

## EDUCATION

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### Bachelor's Degree in Telecommunications

2016

University of Florida GPA: 3.6

*Gainesville, FL*

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

## CERTIFICATIONS

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- Certified Project Management Professional (PMP) 📅 2021

- Lean Six Sigma Green Belt 📅 2022

## TECHNICAL SKILLS

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- **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

## SKILLS

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- 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
- Stakeholder Communication
- Regulatory Compliance

## PROFESSIONAL AFFILIATIONS

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

## LANGUAGES

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- English (Native)
- Spanish (Intermediate)

## ADDITIONAL INFORMATION

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

## REFERENCES

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AVAILABLE ON REQUEST