

Eric Diamond



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SUMMARY

Results-driven Project Manager specializing in telecommunications infrastructure and vendor management. Led 250 wireless site upgrades, ensuring compliance and timely delivery. Expertise in Microsoft Teams and Excel enhances collaboration and operational efficiency. Skilled in strategic planning and effective communication to overcome challenges and achieve project goals.

EDUCATION

May 2010
Bachelor of Science | Business Administration
JOHN F. KENNEDY UNIVERSITY,
San Francisco, CA

May 2000
Bachelor of Science | Accounting
FAULKNER UNIVERSITY,
Birmingham, AL

June 1997
Associate of Applied Science | Paralegal
ACADEMY OF BUSINESS
COLLEGE, Phoenix, AZ

SKILLS

- Project management
- Telecommunications infrastructure
- Vendor management
- Compliance evaluation

EXPERIENCE

March 2024 - March 2026

Project Manager (Equipment Upgrade) | Ericsson

- Led end-to-end deployment of over 250 AT&T wireless site upgrades, managing project lifecycle from site selection to closeout.
- Directed installation of UMTS, LTE, and 5G equipment on communication towers, coordinating microwave backhaul upgrades.
- Served as primary point of contact for AT&T leadership, delivering daily status updates and leading weekly client meetings.
- Resolved issues and challenges during project execution, ensuring projects met timelines and objectives.
- Managed relationships with vendors, subcontractors, and external stakeholders to align with project objectives.
- Facilitated communication between internal teams and external partners to achieve project goals effectively.
- Coordinated project schedules and resources, enhancing execution efficiency across cross-functional teams.
- Developed and maintained comprehensive project plans, timelines, and budgets for effective oversight.

November 2022 - March 2024

Project Coordinator | Nokia

- Submitted applications to jurisdictions across 50 states for new and renewal of contractor/business licenses, ensuring compliance with local regulations.
- Resolved permitting rejections by collaborating with team members, construction planners, and utility vendors.
- Research, review and record construction plans to gather necessary data and communicate with the contractor to obtain correct civil drawing prior to submitting permit applications to corresponding jurisdictions & entities.
- Reading and interpreting a wide variety of engineering data to include right-of-way plans; evaluating and making determinations on compliance with established standards & regulations of local cities, counties, jurisdictions & civil entities.
- Coordinates with personnel from various jurisdictions, developers, construction planners, and utility vendors to ensure meeting the construction timeline.
- Recorded and uploaded approved permits to finalize permitting tasks, tracking permit life cycle to ensure timely and accurate processing.
- Approved purchase order requests for finance team, tracked issuance of POs, and ensured accuracy of vendor invoices.

March 2021 - November 2022

Project Manager (NSB and CBAND Project) | American Tower

- Managed NSB and CBAND projects for AT&T across FL, AL, and LA, ensuring timely delivery and alignment with project goals.
- Oversaw Business Term Approval requests, facilitating timely client approvals and streamlining project initiation.
- Review, approve and promote RFDS's for AT&T NSB projects.
- Forecast milestone tasks in PACE for AT&T projects.
- Oversee Lease Packages for signature and/or QC and approve prepared by the team.
- Approved purchase order requests for finance team, tracked PO issuance, ensured QC of deliverables, and authorized vendor payment invoices.
- Review and coordinate construction drawings between Client and GC.
- Work with compliance team on submittals for EH&S and GS.

- Microsoft Teams
- Wrike
- Site Tracker
- Sitera
- Fulcrum
- Microsoft Dynamics AX
- Excel
- Microsoft Word
- Outlook
- iComply
- LMPS
- Fuze and Warp
- AccuV

February 2020 - March 2021

Project Manager (NSB and CBAND Project) | Smartlink

- Led Site Acquisition teams for NSB and CBAND project for AT&T, ensuring alignment with project goals.
- Cultivated strong relationships with clients and jurisdictions, facilitating smooth project approvals and collaboration.
- Oversaw all scoping for AT&T projects in FL.
- Forecast milestone task dates maintaining clients baseline schedule.
- Prepare Business Term Approval request for client approval.
- Prepare Lease Packages for signature and/or QC and approve prepared by team.
- Approved purchase order requests for finance team, tracked PO issuance, ensured QC of deliverables, and authorized vendor payment invoices.
- Submit planning, encroachment and building permit applications, attend hearings and community meetings, and submit all jurisdictional requirements for securing a permit.
- Worked closely with FAA on complying with regulatory requirements.

November 2017 - February 2020

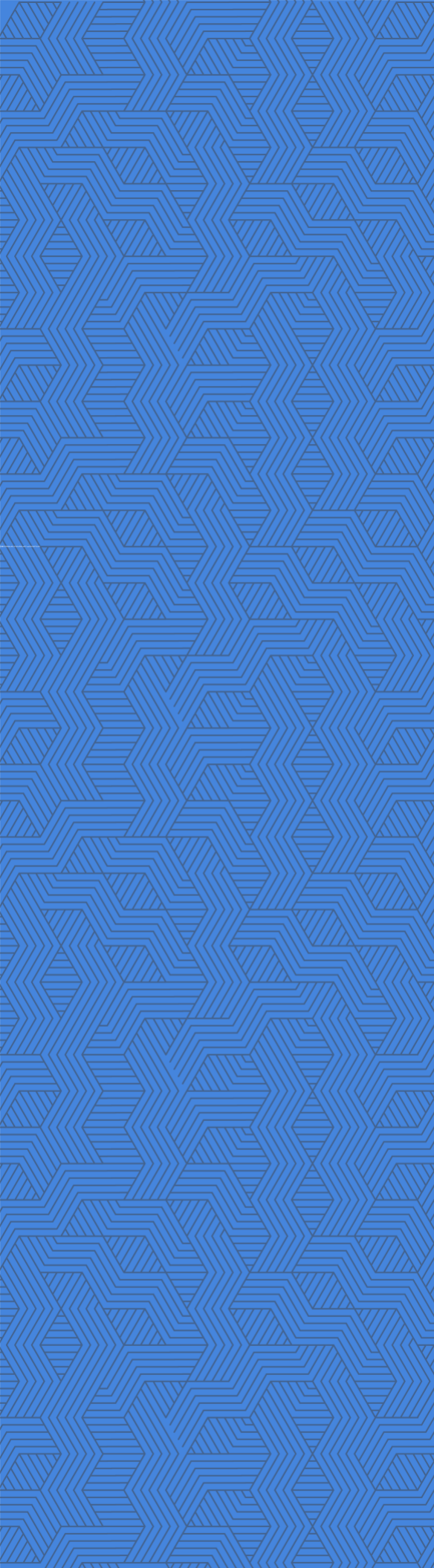
Senior Site Acquisition Manager (Small Cell and MW) | Nexius

- Led A&E and site acquisition teams for small cell and MW projects for AT&T, Verizon, and Sprint, ensuring project alignment with client objectives.
- Cultivated and strengthened relationships with clients and jurisdictions to facilitate project approvals and enhance collaboration.
- Submit planning, encroachment and building permit applications, attend hearings and community meetings, and submit all jurisdictional requirements for securing a permit.
- Prepared and approved lease packages for signature, overseeing quality control to ensure compliance with client requirements.
- Assist in new small cell candidate selection, data collection, and validation efforts.
- Review colocation applications for accuracy.
- Coordinate site visits with client and landlord.
- Forecast milestone task dates maintaining clients baseline schedule.
- Populate and maintain AccuV database with updated site information, forecast and actual dates.
- Prepare Business Term Approval requests for client approval.

October 2012 - November 2017

Site Acquisition Manager | Rise Broadband

- Managed department budgeting under the supervision of the Chief Financial Officer.
- Approved purchase orders and return on investments for departmental projects.
- Performed risk management to minimize project risks such as ordering title search and encroachments.
- Managed Sitera database for site leases and amendments.
- Prepared, reviewed and amended lease agreements with multiple service providers, government agencies, and trade organizations.
- Worked with engineering department to identify gainful sites for growth and redundancy.
- Obtained consent from site host for modification.
- Coordinated weekly meetings with engineering and construction teams to address and resolve build plan challenges.
- Negotiated new terms and rent reductions for small cell/ODAS, fiber IRUs, and colocation agreements on cell towers, enhancing project cost-effectiveness.
- Managed correspondence with jurisdictional authorities to ensure compliance with site permit requirements.
- Submitted permit applications and resolved issues preventing approval.

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- Researched all requirements for obtaining approved site access from customers, agencies, or city.
 - Ordered structural analysis and site drawings for permitting requirements.

January 2013 - January 2014

Access Planner / Dark Fiber | Peg Bandwidth

- Negotiated dark fiber agreements with Zayo, Century Link, AT&T, enhancing network connectivity.
- Contributed to Verizon project by integrating dark fiber into cell sites.
- Perform detailed design in 3-GIS based systems.
- Review designs for quality and cost improvements.
- Review fielding and client change request to manage the scope of work changes and design criteria.
- Support design via any jurisdiction permits drawings required.
- Ensured quality control and accuracy of as-built efforts through effective design updates.