

Silvia C. Alvarez

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Summary

A responsible, motivated and bilingual CAD Operator and Architectural Drafter with research and customer service experience, the consumer requirement for increased data capacity and speed is driving the need for fiber network expansion in both urban and rural regions. Whether constructing new aerial or underground fiber, modification of existing fiber, or documenting constructed fiber. Seeking to apply my training and knowledge of design and construction in a rewarding and fast paced environment with opportunity for growth.

Skills

- AutoCAD, Revit, 3ds Max
- Microsoft Office including Word, PowerPoint, Excel, Access, Outlook Mail
- Digital Imaging with Photoshop, InDesign
- Marketing Research
- Customer service experience and excellent communication skills
- Motivated
- Positive
- Encouragement
- Visualizer
- Bilingual-Spanish and English (speak, write and read)
- Multitasking
- Close Attention to Details

Education

Westwood College, River Oaks, IL Campus

Graduated October 2015

- Associate of Applied Science in CAD and Architectural Drafting

Work Experience

W-T Engineering (W-T Group)

August 2019 – Dec 2019

Engineering. Design. Consulting

Hoffman Estates, IL 60192

Wireless Network Engineer

- responsible for designing and overseeing the installation of telecommunications equipment and facilities,
- such as complex electronic switching systems,
- Other plain old telephone service facilities,
- optical fiber cabling,
- IP networks
- Microwave transmission systems
- Cell Tower Drafting
- Close Attention to Details
- Commercial & Residential (Detail Drafting)
- Quality Assurance
- Precision, Pace, Passion

Fullerton Engineering

Schaumburg, IL

April 2018 - March 2019

(A & E Admin)

Nov 2018 - March 2019

- Maintaining and monitoring project plans, project schedules, work hours, budgets and expenditures.
- Organizing, attending and participating in stakeholder meetings.
- Documenting and following up on important actions and decisions from meetings.
- Preparing necessary presentation materials for meetings.
- Ensuring project deadlines are met.
- Determining project changes.
- Providing administrative support as needed.
- Undertaking project tasks as requested by the Project Manager.
- Developing project strategies.
- Ensuring projects adhere to frameworks and all documentation is maintained appropriately for each project.
- Assess project risks and issues and provide solutions where applicable.
- Ensure stakeholder views are managed towards the best solution.
- Chair and facilitate meetings where appropriate and distribute minutes to all project team members.
- Create a project management calendar for fulfilling each goal and objective.
- Coordinator Job Responsibilities: Provides office services by implementing administrative systems, procedures, and policies; monitoring administrative projects; maintaining Smartsheet And Sitetraker Up to date program.

Fullerton Engineering

Schaumburg, IL

Project Designer

April 2018 - Nov 2018

Planning and Design Services

- Preliminary Route Development
- Butterfly Audits/Drawings and Pole Audit
- Survey-grade GPS data collection
- Utility Locating and Designating
- ISP and OSP Engineering Design
- Fiber Node Cabinet Placement
- Permitting and Make Ready Design
- ArcGIS® or Google Earth® OSP Mapping of Existing Plant
- Autodesk®; Civil 3D®; ArcGIS®; Map 3D®; Google Earth®
- O-Calc Pro®
- telecom and fiber utility services

Opinions Ltd, Norridge, IL

Nov 2011 - Aug 2014

Recruiter/Interviewer

July 2017 – Dec 2018

- Conducted market research interviewers, central location testing, recruit respondents.

ESPO Engineering, Willow Brook, IL

Network & Design Services

June 2016 – March 2017

Engineering & Integration (Contract Only)

- Cell Tower Drafting
- Close Attention to Details
- Node Data Entry
- Telecommunication

- Base Mapping
- Metro-E and RF, Fiber as-built
- Node Splits & Segmentation
- Audits & Documentation – Reports
- Plant Extensions, Commercial & Residential Design/Drafting
- OSP – ISP Detail Drafting
- Quality Assurance
- Commercial / Desktop Surveys / Quick Quotes
- Fiber Splicing schematics

Memberships and Volunteer Work

Board of Elections, City of Chicago

Feb 2014- Present

Election judges have many responsibilities and perform several tasks on Election Day, including:

- Opening the polling place at 6 a.m. sharp and closing it at 7 p.m.
- Setting up election equipment
- Providing assistance to voters
- Signing in voters
- Verifying voter qualifications
- Distributing ballots/activation cards for touch screen machines
- Operating voting equipment
- Filling out forms
- Processing and transmitting votes when polls close
- Certifying vote totals