***Carolyn T. Key***

*(678) 900-3633*

*ctklsk@gmail.com*

***PROFESSIONAL EXPERIENCES:***

*• RF-Regulatory Compliance Specialists*

*• Cellular Real Estate Construction*

*• Site Acquisition Specialist/Vendor Relations Management*

*• Lease Administrator*

*• Microsoft Office Suite*

*• Internal Database Administrator (Microsoft Project, PowerPoint, Excel, Access)*

***EDUCATION & CERTIFICATIONS***

***Associates of Arts-Business Administration***

*Holyoke Community College Holyoke, MA*

***Work Experience:***

***Vertical Bridge, LLC-2022-*** R*esponsible for assisting the regulatory and environmental.*

*compliance team. Responsibilities include Airspace, NCT, and TOWAIR studies, FAA/FCC filings,*

*environmental compliance, lighting changes and verification, NOTAM assistance, and ROM support. Assist with other administrative duties as assigned.*

***Kelly Mitchell-Contractor***

***Current-2019-***ProjectCoordinator BBU Modernization SER Contractor/Business Analyst

Responsibilities: Project Coordinator for AT&T, for the BBU Modernization SER project. Responsible for tracking project deliverables, and monitoring deadlines; providing regular and timely reports highlighting variances as they raised. Update necessary tracking systems to ensure that project and program status were maintained with complete accuracy and data integrity. Tools used: MS Office, including Word, Excel, and Outlook. Utilize a variety of internal software and systems.

***Worked outside of Telecommunication Industry-2015-2019***

***Client Service Associate-Lincoln Financial Group***

***Site Acquisition Coordinator: Tangent International Contractor for Nokia Solutions and Networks (Short Term Contractor-2013)***

*Assist with leases or other real estate agreements, as well zoning and permitting actions for 900+ sites annually. Coordinated with outside vendor partners, environmental engineers, architectural & engineering firms, title search firms and others to ensure transactions were closed within a defined time. Identify potential risk scenarios, assist with drafting, and proofing recordable transaction documents, easements, warranty deeds. Prepare zoning and permitting application monitoring monitor the progress of the application as well as facilitate jurisdictional requests for additional information of the application review process. Responsible for updating all applicable databases utilized to track the site acquisition process, including clients’ databases as well.*

*Interview zoning/permitting personnel to obtain jurisdictional approval requirements for installation of wireless communication facilities and/or related wireless equipment as defined by the project scope.*

*Review zoning drawings prior to submittal for compliance with public agencies and client requirements.*

*Assist with and help prepare land use entitlement applications and presentations before governmental and architectural review boards. Assist site acquisition personnel as they coordinate with tower owners and/or private property owners to negotiate and secure lease entitlements as defined by the project scope. Gather required information necessary for entitlement applications.*

***Systems & Software Services, Inc.***

***Network Regulatory Specialist- Contractor: Verizon Wireless Nov 2011-2013*** *Responsible for reviewing 20+ sites daily, analyzing, and filing FCC applications for wireless transmission sites for carrier to remain in compliance with the governing regulatory body. Maintain structure compliance within the FAA/FCC guidelines by studying and filing structures with the FAA/FCC. This requires interaction with market engineering representatives. Assist with review and preparation of supporting engineering, technical and regulatory information to ensure FCC compliance for all cellular, CDMA, LTE and PCS sites and market licenses. Duties include use of various systems such as the Universal Licensing System ("ULS"), Antenna Structure Registration (ASR), and Oracle Implementation Access Database. Assist with the preparation as requested, participate in the presentation of regional training programs such as on-site workshops, on-line training tools, and conference calls. Assist in the gathering and preparation of documentation for site research and investigation results.*