

**Evelyn Ellis**  
**PHONE**

**ADDRESS**

**EMAIL**

**OBJECTIVE** A position in Project or Operations Management

**EDUCATION**

**MBA, Marketing/Finance, 2002**

Regis University School for Professional Studies, Denver, Colorado

**BA, General Studies with Biology, Chemistry, and Math emphasis, 1996**

Purdue School of Science (Indiana University and Purdue University at Indianapolis) Indianapolis, Indiana

**PROFESSIONAL EXPERIENCE**

**Network Design Engineer, SBC Communications**

12/00-Present

Accountable for the detailed economic design of all outside infrastructure within Waukesha, Hartland, Oconomowoc, and Watertown, Wisconsin. Produce detailed documentation and timely submittal of specific estimates and routine orders to provide for placement, removal, and rearrangement of communication equipment in accordance with approved long-range plans. Represent the corporation at various work groups, municipality conferences (with city officials), and other utility meetings in an effort to develop and implement appropriate plans of action regarding telecommunication requirements.

Received a personal letter of accolade from the SBC-Wisconsin President (Paul La Schiazza) for realizing the company's vision statement.

- Facilitated the negotiation of a joint-use contract agreement between SBC and the Oconomowoc Utilities Company. SBC spends approximately \$1 million per year on joint projects with Oconomowoc Utilities. The contract gives SBC 100% awareness of joint-use prices and billings.
- Designed networks for 17 subdivisions, major corporations (including Wal-mart, Robert W. Baird, Pabst Farms, Essential Industries, Oconomowoc Schools, AT&T, and the YMCA), In addition, 7 apartment complexes, 9 condominium developments, and 15 state/county highway and bridge projects. The combined cost of design and construction for the aforementioned projects was an estimated \$5.5 million.
- Arranged comprehensive meetings between SBC's marketing teams and local real estate developers. These meetings provided opportunities for SBC to promote its products and services to business developers with the intention of establishing exclusive marketing agreements and collaborations.

**Executive Officer, U.S. Army**

12/99-12/00

Medical company executive officer in a combat support unit consisting of over 950 soldiers. Responsible for assisting the company commander in the provision of all upper echelon medical care in support of unit combat teams. Directly responsible for managing all logistical support for a company with an assigned personnel strength of 75 personnel. Managed the accountability and maintenance of 27 assigned vehicles and their assigned equipment valued in excess of \$6 million.

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- Awarded the Army Achievement Medal for exemplary performance and dedication to duty.
- Successfully and safely managed the deployment of over 100 personnel and over 20 tons of mission-essential equipment to the Mojave Desert, California from central Texas.

### **Operations Officer, U.S. Army**

5/98-12/99

Medical operations officer in a rapid deployment squadron. Managed domestic and tactical health service support for over 750 personnel. Also responsible for the training, discipline, deployability, and morale of 28 medical technicians and two medical professionals. Accounted for 12 vehicles and assigned medical equipment valued in excess of \$8 million. Acted as the primary advisor to the squadron commander on all health service support issues and served as the liaison between the squadron and higher echelon medical service support units.

- Awarded the Army Achievement Medal for valor and diligence while deployed to Kuwait.
- Developed and implemented a matrix allowing personnel managers to easily coordinate the healthcare of their respective units, which improved their readiness 40%.
- Responsible for the complete healthcare management (including dental care, mental health, and field sanitation) of over 1200 personnel while deployed to Kuwait.
- Negotiated with Kuwaiti hospitals in order to provide healthcare solutions to over 1200 personnel.
- Successfully managed the immunization of over 2000 personnel with the anthrax vaccine while deployed to Kuwait.

### **Medical Operations and Fleet Officer, U.S. Army**

8/97-5/98

Medical company operations and evacuation officer in a combat unit containing over 4500 personnel. Directly managed the health safety, welfare, training, and professional development of 22 personnel. Maintained and accounted for 11 vehicles, ancillary equipment, and medical supplies and equipment totaling over \$2 million.

- Awarded the Army Achievement Medal for developing and executing complex operations without superior guidance.
- Conducted regional healthcare analyses to determine medical requirements for 2 major deployments.

### **Obstetrics and Gynecology Administrative Officer, Darnall Army Community Hospital**

10/96-8/97

Responsible for the planning and management of all obstetric and gynecological (OB/GYN) activities. Oversaw all administrative and logistic support for a department that attended over 97,000 patients annually. Managed an annual operating budget of \$1.5 million and 45 union employees. Managed the acquisition of medical equipment, automation, and administrative property. Monitored workload and productivity data for healthcare providers within the department. Managed the acquisition of all capital expense equipment and medical support equipment for the department.

- Increased provider productivity 30% by increasing the support staff 55% without expending departmental funds.
- Implemented and administered the operation of an ambulatory data system that tracked the productivity of 11 providers. This system provided hospital executives with a 100% awareness of provider productivity. In addition, it tracked and categorized customers' respective insurance information and illnesses.