

KEVIN M. HILL

Project Management

PMP Certified

J Profile

I am a Quality-focused team player offering 31 years of Field Service Management in Logistics, Roadway, Piping, Bridge, Network, Fiber, Construction and Heavy Equipment and Project Management. Detail-oriented and proactive with a diligent, focused approach to managing inventory projects, reviewing work while maintaining strong internal, supplier and customer relationships.

Contact
PHONE:
406-697-1224

EMAIL:
kevinhill59101@gmail.com

Hobbies:

Bowling
Fishing
Hunting

EDUCATION

Weber State University - 3848 Harrison Blvd. Ogden, UT 84408
8/1988 - 5/1992
3.35 GPA
B.S. Logistics

Rowen College of South Jersey- 1400 Tanyard Road. Sewell, NJ 08080
8/1984-6/1986
3.2 5 GPA
A.S. Civil Engineering

Woodbury HS - 25 N. Broad St. Woodbury, NJ 08096
8/1983 - 6/1986
10 - Varsity Letters
1986 State Champion (Indoor) 55M

WORK EXPERIENCE

CEC Facilities Group- 5505 Abby Rd. Billings, MT 59106
Assistant Project Manager- Infrastructure Division
8/2022- 10/2023

Assisted the Project Manager with the \$ 68 Million. TDS Fiber build project with all aspects of the project.

Effectively interacted and built relationships with customers. Assist in building the baseline schedule and develop a forecast. Oversee monthly financials, accruals, and invoicing. Closely communicated with internal support groups.

Resolve escalated issues that require coordination with other departments.

Performed cost control and financial management by working with preconstruction on project estimate and schedule reimbursements. Coordinated the scope of work.

Prepared and reviewed submittals. Interfaced with senior management, technical teams, and operations, running Technical Projects around unified written communications while maintaining team building, leadership, coaching and interpersonal skills and developing customer satisfaction.

Used Excel, Micro Soft Office SharePoint, Outlook, Excel, Word for reporting and PowerPoint for presentations.

Reviewed and compiled pay applications, change requests, environment engineering with problem solving techniques and other project financial documentation
Partnered with Project manager to craft client proposals and award subcontracts.

Assisted in contract administration and management.
Assisted in employee time and recordkeeping, drug testing. Prepared correspondence as needed.

Developed and maintained resource information on products, vendors, subcontractors, government requirements, etc.

Perform other related duties as assigned to ensure efficient and effective completion of tasks and projects
Assist with and, at times, secured material orders. Perform miscellaneous duties as assigned, set up and sponsor company events, coached.

Lowry and Associates - 967 Pioneer Rd. Draper, UT 84020

Project Field Manager

4/2016-8/2022

Coordinated survey activities and field operations. Visited supplier facilities to monitor progress and discuss issues regarding material or required documentation.

Measured and marked property guidelines and key features.
Verified that construction detail documentation conformed to quality assurance and best practice standards.

Facilitated communication and material movement and deliveries. Ensured responsible parties to have physical and electronically received documentation.

Updated & Coordinate Appointments and Receiving Reports.

Gathered, organized, and modeled data for reports and presentations.

Used computer software to create detailed maps.

Made proactive adjustments to policies and procedures to meet changing demands.

Performed field calculations to complete assessments.

Followed local, regional, and national guidelines.

Identified individual project needs and plan workflows.

Read and utilize topographical data to complete analysis of land.

Evaluated workloads and available resources to prepare schedules and inventory.

Met with municipal building department and other governing agency officials to coordinate approvals.

Coordinated with clients, consultants, and contractors during construction bidding.

Managed and lead a multi-disciplinary team throughout development and contract document phases.

Created, print, and modify drawings in AutoCAD.

Supervised preparation of technical drawings by architectural Technicians.

Discussed zoning laws, fire regulations and building codes with

healthcare and governing agencies.

Created new and innovative approaches to problems and discussion.

Discussed them with project managers.

Consulted with clients to determine functional and spatial.

requirements of the new structure.

Reviewed contractor proposals and sets of drawings prepared by various firms.

Calculated volume take-off and cost estimates for small to large.

landscaping, irrigation, and hardscape projects.

Plan and lead professional development reviews and "lessons learned" sessions.

Conducted Construction Inspections, Construction Management, Traffic Control, Inspections, Drug Tests, Technical Support, Conflict resolutions, background checks, project coordination and documented material management.

**IUOE Local 400- 2737 Airport Rd. Helena, MT 59601
Operating Engineer (Project Management)
7/2018 to 8/2022**

Operated Excavators/Loaders/Dozers/Skid steers as needed per staffing guidelines.

Execute various tasks including field labor and maintenance management on all heavy equipment.

Performed a wide variety of routine water and wastewater treatment facility assignments.

Assisted the Project Managers with the \$ 1.2 Billion. Keystone XL build project with all aspects of the project.

Keep abreast of new methods and techniques of operation and equipment technology in Bridge, Highway, Concrete.

Managed, trained, and supervised 23 project team members.

Lead a team of 6 electrical engineers and electrical designers on 15+FEED and detailed engineering projects.

Prepared 1,000- design schedule milestones, staff loading schedules, and labor estimates.

Provided inspection and other services during construction to include drawing reviews, responses to information requests by contractors, and other general construction administration services.

Maintained proper coordination with the necessary transport system while operating equipment to alleviate work disruption.

Supervised piping activities on pre-fabrication and later on-site during installation in Cenex, Conoco and Exxon refineries.

Strong background in shop and field fabrication of piping, structural fab and erection, punch listing and pre-commissioning.

Coordinated leadership projects, contract administration, and program maintenance scheduling for contractors, subcontractors, and employees.

Established weekly problem-solving techniques, design builds and project check-ins with lead engineers and managers to determine goals and project feasibility.

Perform all repairs as mechanical issues arose to avoid project delays.

Contributed to developing and maintaining detailed line-item capital project budgets.

Updated project financial records to include funding authorization commitments, expenditures, and estimate at completion.

Produced project-level cash flow forecasts.

Developed and maintained project-level debt service interest.

Maintained project level escalation models.

Performed monthly reconciliation of project costs with the general ledger.

Completed detailed invoice and requisition review in preparation of approval by Senior Managers.

Helped senior project manager as necessary during planning, implementation, and testing phases of numerous IT projects.

Monitored and documented project execution in relation to stated objectives, timelines, milestones, and budgetary items.

Managed deliverables timeline by aiding technicians when necessary and modifying work schedule to meet customer requirements.

Interacted daily with clients to answer questions, share project status, verify change orders, and resolve complaints.

Developed work breakdown structure for individual projects.

and organize resources to meet project objectives efficiently.

Served as general point of contact for all technical personnel to resolve issues quickly and increase collaboration.

Worked on aerial, cell tower and underground splice locations, placing, pulling, and terminating fiber optic cable in the appropriate case which can be anything from small drop wire or 24 counts, 288-count fiber cable.

Worked on anything from Tyco to 3M cases.

Wired LAN for companies.

Trained in various amounts of safety from groundwork to aerial safety.

Prepared cables and then splice either loose tube or ribbon fiber.

Nivek Inc- 3111 1st. Ave. S Billings, MT 59101

ISP/ OPS Project Manager

6/1992-4/2016

Assessed and targeted customer needs to forge and cultivate productive relationships and maintain top satisfaction levels. Implemented and enforced all policies and procedures for the entire logistics department.

Excellent technical skills, with solid technical and operational understanding of service provider solutions.

Excellent understanding of the industry landscape (competitors and partners).

Overseen and accomplished engineering design on

roadway and multi-modal transportation corridors on multiple projects.

Adapted at working collaboratively across many groups within the organization including sales, business development, product management, design standards and relevant federal, state, and local regulations, marketing, services & support, and finance.

Excellent written and verbal communications skills: ability to communicate technology strategy to engineers, executives, and Technology customers.

25 years of telecom product experience as either network operator or equipment supplier.

Business acumen and proficient networking with packet technologies (Carrier Ethernet, MPLS, MPLS-TP) and knowledgeable in current and emerging standards in both packet and optical domains (IEEE, MEF, IETF, ITU-T).

Basic understanding of network synchronization: SyncE, IEEE 1588v2.

Basic understanding in optical networking: CWDM, DWDM, OTN, FTTH.

Delivered substantial cost savings by securing discounts from third-party logistics services providers.

Prepared updated shipment reports for executives and clients. Conducted research to address shipping errors and packaging mistakes.

Visited supplier facilities to monitor progress and discuss issues regarding material or required documentation.

Used Smart Plant Materials system and internal document databases to monitor material status, develop and distribute reports.

Worked with procurement management to identify performance gaps and delays and to ensure expediting issues are being coordinated and resolved.

Coordinate with clients, consultants, and contractors during construction bidding.

Manage and lead a multi-disciplinary team throughout development and contract document phases.

Create, print, and modify drawings in AutoCAD.

Maintained Global positioning systems to facilitate accurate readings.

Supervise preparation of technical drawings by architectural. Discuss zoning laws, fire regulations and building codes with healthcare and governing agencies.

Created new and innovative approaches to problems and discussion.

Consulted with clients to determine functional and spatial requirements of the new structure.

Reviewed contractor proposals and sets of drawings prepared by various firms.

Demonstrated ability to work with clients to provide long-term solutions and maintain/develop strong client relationships.

Calculated volume take-off and cost estimates for small to large. landscape, irrigation, and hardscape projects.

Planned and lead professional development reviews and "lessons. learned" sessions.

Measured and marked property guidelines and key features.

Verified that construction detail documentation conformed to quality assurance and best practice standards.

Monitored suppliers' progress on Equipment & Material Purchase Orders and Work Orders.

Facilitated communication and material movement and deliveries.

Ensured responsible parties to have physical and electronically received materials and documentation required to make payments to suppliers and allowing the buyer to close out the Purchase Orders and Work Orders appropriately.

Updated & Coordinated with TA & Capital management on Shipping and Receiving Reports.

Gathered, organized, and modeled data for reports and presentations.

Used computer software to create detailed maps.

Made proactive adjustments to policies and procedures to meet changing demands.

Built and cultivated a lasting rapport with employees, peers, upper management, and outside vendors.

Directed logistics operations, including shipping, and receiving of a wide range of products daily and refinery purchases.

Handled employee conflicts in the most efficient manner and while following all company procedures.

Reviewed established business practices and improved processes to increase efficiency and reduce expenses without compromising customer service levels.

Implemented Logistic strategies to improve processes, systems, and behavior.

Formed strategic partnerships, established metrics, and participated in complex negotiations.

Managed monthly freight cost reporting processes.

Expedited resolutions of shipping errors and packaging mistakes.

Provided updates on critical shipments to the corporate departments and customers who requested them.

Developed a warehouse system that provided the best cost with the appropriate service levels to achieve organizational goals.

Managed asset information and inventory.

Extended the useful life of assets.
Optimized work processes.
Unified asset management processes.

Analyzed transactions to resolve discrepancies and reconciled balances.

Resolved quantity variances during monthly audits and maintained accurate inventory records.

Responded to requests and inquiries from customers, processed transactions and attended daily shortage meetings.

Utilized proprietary information and worked collaboratively with others.

Provided outstanding support to a team of 50 while working with minimal supervision.

**Air Force United States Department - 1690 Air Force
Pentagon, Washington, DC 20330**

LRO (Logistics Readiness Officer O-3)

July 25, 1986, to Sept 12, 1990

Directed distribution management operations to include managing cargo distribution functions such as inspecting and receiving, inspecting, tracing, tracking, packaging, and shipping of supplies, equipment, and war readiness spares.

Responsible for logistics pipeline management and time-sensitive delivery of materiel in support of peace, contingency, and wartime operations. Maintains accountability for supplies

and equipment.

Responsible for the safe and efficient organic ground transportation of personnel and cargo within and between installations in support of daily and contingency operations.

Resolved problems related to storage, safety, and fire hazards. Managed storage space utilization and develops and maintains a storage facility and mechanized material handling equipment modernization program to include maintenance, future upgrades, and working stock requirements.

Determined readiness requirements, including emergency supply support plans, tactical and strategic movement of personnel, materiel, and units.

Scheduled and coordinated movement of cargo, personnel, and personal property by commercial or military modes using systems which interface with defense total asset visibility systems.

Used in-transit visibility systems. Maintains liaison with US Transportation Command (USTRANSCOM), other services and federal agencies to schedule and coordinate movements of cargo and personnel.

Ensured proper allocation and effective use of transportation resources.

Established and administered an effective packaging and preservation program.

Evaluate movement forecasts and flow of personnel and cargo into the transportation system, movement capabilities, and efficiency of modes used.

Directed materiel management operations such as, direction and management of retail or wholesale supply activities. Included are environmental compliance and inventory management. Determines, computes, and analyzes current and projected materiel requirements; applies authorizations and allowances; establishes and maintains stock levels; manages asset positioning; inspects, reviews, and evaluates work methods and procedures.

Ensured accountability is maintained for supplies, equipment, and War Reserve Materiel (WRM). Determines effectiveness of functional data systems.

Managed assigned information systems and applies approved

standards and criteria to ensure proper implementation, operation, and results.

Developed plans, programs, policies, and procedures to manage materiel management activities, including systems design and analysis, determination, and computation of requirements, plans for activation and inactivation, facility requirements, equipment allowances, and materiel accounting.

Developed working capital fund operating programs and determines operating budget.

Provided guidance on handling of readiness materiel stocks, including location, type of storage, protection, security, and quality control.

Directed contingency operations such as logistics planning, deployment command and control, Logistics Readiness Centers, logistics command and control, Combat Support Center activities, deployment, bed-down, and redeployment activities.

Integrates Agile Combat Support planning efforts, conducts readiness assessment of logistics activities, conducts war and contingency planning, base support, and expeditionary site planning, WRM management, support agreement management, manages logistics time phased force deployment data and unit type codes.

Enabled international theater security cooperation and interoperability, operating in coalition or Joint environments often working with contractors, host- nations, etc.

Directed fuels management operations such as environmental compliance, inventory management of ground and aviation fuels. Determined provisions, computes, and analyzes current and projected petroleum requirements; computes, establishes, and maintains stock levels, manages fuel receipt from pipelines, trucks, rail cars, and marine vessels. Managed fuel dispensing systems.

SKILLS

**EPA 608 Type 1 # 832E8991B428ABE00
State of Montana- Boiler Operator #BOI-3RD-005365-**

(APR 2024)
PMP- Project Management Professional -Certified
#3426500 (2023)
TWIC Card - (8/2027)
MSHA- Certified #M39576586-(2023)
MSSC- Phillips 66, Cenex, Exxon-(2023)
C-STOP-(2023)
IBM Mainframe
DEC 1050
BASIC
AutoCAD
MicroStation
AS 400
Primavera P6
Computer Ease
Blue Beam
Coin
Trello
Oracle Data Integrator
Tanker Pro
SAP-WM, MM, TSW, A+D, ERP, SCM, MRO- Maximo-
(2023)
Raiser's Edge
Wealth Engine
Route Profitability
Certified in (FEMA) Emergency Management, AS 100,
AS200, AS400, AS700, AS800-(2023)
Certified (OSHA) Construction Safety and Health
Specialist-(2023)
Certified (OSHA) Construction Site Safety Supervisor-
(2023)
Certified (Hazardous Waste Awareness)/DOT Function
Specific. -(2023)