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## Site Acquisition Specialist Resume

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### Job Objective

Seeking position as a Site Acquisition Specialist in which my abilities as a specialist can be utilized to the fullest.

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### Highlights of Qualifications:

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- Huge site acquisition experience
  - Profound knowledge of site acquisition processes and tower leasing
  - In-depth knowledge of Site Acquisition Methodologies and Processes
  - Wide knowledge of Leasing, Zoning, Permitting and Construction Drawings
  - Sound knowledge of Project Budgeting and Cost Accounting Methodologies
  - Proficient with Microsoft office applications
  - Ability to successfully manage multiple projects
  - Ability to read and comprehend legal documents
  - Ability to provide quality audits for project and site specific documentation
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### Professional Experience:

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Site Acquisition Specialist  
Precision Resource Company, Portsmouth, VA  
May 2006 – Present

- Analyzed and established opportunities within the Site Acquisition team.
- Developed group policies and procedures and advised strategies and priorities.
- Trained and supervised the Site Acquisition group.
- Discussed recent activities with team members and other departments.
- Presented site sketches when required.
- Developed and attained land use entitlement applications.
- Analyzed and approved site specific documents.

Site Acquisition Specialist  
Aerotek, Portsmouth, VA  
March 2003 – April 2006

- Analyzed zoning drawings and finished ordinance reviews.
  - Analyzed site specific documentation.
  - Monitored progress on all open transactions.
  - Established, settled and administered field operations standards and procedures.
  - Recognized and examined new technologies which resulted in process enhancements.
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### Education:

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Bachelor's Degree in Communications Engineering  
Metropolitan State University, Saint Paul, MN

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