

# JACOB S. M. BELEM

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**Electrical Engineer | Telecommunication Engineer | Engineering Project Manager**

## QUALIFICATION SUMMARY

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I am a dedicated and highly motivated professional with a background in engineering and a strong commitment to making a positive impact in urban communities. My education in telecommunications and electrical engineering, combined with practical experience in infrastructure development, has equipped me with a solid foundation in engineering principles and project management. Throughout my academic journey, I gained valuable technical skills and a deep understanding of how engineering can improve the lives of people. I completed a four-year program in electrical engineering at Brooker Washington Institute and am currently pursuing a telecommunications degree at Starz University.

## KEY SKILLS

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- ✓ Engineering Expertise
- ✓ Project Management
- ✓ Community Engagement
- ✓ Sustainability
- ✓ Teamwork and Collaboration
- ✓ Technical Skills
- ✓ Communication
- ✓ Problem-Solving
- ✓ Adaptability
- ✓ Leadership
- ✓ Infrastructure Development
- ✓ Urban Planning
- ✓ Risk Assessment
- ✓ Data Analysis
- ✓ Conflict Resolution
- ✓ Budget Management
- ✓ Public Speaking
- ✓ Data Visualization
- ✓ Decision-Making
- ✓ Environmental Impact Assessment

## EXPERIENCES

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### **Project Manager**

*Upgrading Starz University ePortal*

*March 2023 - July 2023*

Cheeseman Avenue, Sinkor Monrovia, Liberia

I upgraded Starz University's ePortal system to enhance its functionality and user experience. As Project Coordinator, I led a team in improving system efficiency and user satisfaction. The result was a more user-friendly and efficient ePortal that benefits the entire university community. This project provided me with valuable hands-on experience and skills relevant to my career aspirations in infrastructure development and project management.

- Led and coordinated a class project to upgrade the ePortal system at Starz University, enhancing user experience and functionality.
- Collaborated with a team of [number of team members] to plan, execute, and oversee the project's milestones and objectives.
- Managed project timelines, allocated tasks, and ensured adherence to deadlines, resulting in the successful completion of the project.
- Conducted thorough research and analysis to identify system improvement opportunities, leading to more efficient processes.
- Facilitated effective communication among team members and stakeholders, ensuring all project requirements and goals were met.
- Successfully implemented enhancements to the ePortal, resulting in improved accessibility, functionality, and user satisfaction.
- Presented project progress and outcomes to professors and classmates, demonstrating effective project management skills and technical knowledge.

## EDUCATION

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**2018-present:** Starz University (Senior Student, Bachelor of Telecommunication Engineering)

**2012-2017:** Diploma/WAEC/Certificate (Electricity)-Certificate-Booker Washington Institute

**2004-2012:** Certificate-Mother Victoria Thomas School System

## REFERENCES

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Mrs. Jloedoe Bornor – Project Sponsor and Instructor at Starz University

Mr. Al-Hassan Sheriff – Instructor at Starz University