

CALEB BOONE

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Recently retired telecommunications officer from the US Army. Experienced in leading teams in connecting organizations in austere and challenging international environments. Demonstrated ability at driving successful communications strategies to successfully influence and negotiate with stakeholders to meet complex large-scale deliverables.

TS/SCI Security Clearance | PMI Project Management Professional | CompTIA Security+ | Microsoft Azure Fundamentals

PROFESSIONAL EXPERIENCE

Technology Business Management – Office Manager | UPMC | Pittsburgh, PA | October 2023 – Present

Office Manager Internship with the Technology Business Management office with UPMC. Oversaw analyst team operations and managed the development and execution of team release planning.

- Streamlined team planning and operations by implementing an Azure DevOps environment, allowing for visibility on projects by all members of a fully virtual office.
- Developed team release planning schedule that enabled better predictability of project completion and road map planning for the future.

Communications Planner | United States Army | Fort Cavazos, TX | 2022 – Present

Chief communications planner for 175-person advisory organization supporting joint, interagency, and multinational forces located throughout the world.

- Led six teams, consisting of 25 persons, in the planning and implementation of secure information systems across seven countries.
- Streamlined documentation process by integrating online repositories to allow all organizational information and reports to be accessed by all organizational members across six countries.
- Collaborated with the Saudi Arabia Land Forces to develop an operational telecommunication structure for a multinational training event.

Network Supervisor | United States Army | Fort Campbell, KY | 2019 – 2022

Led 21-person team supporting the telecommunications and automation needs for a 700-person contingency operation.

- Developed the organization's hardware accountability and lifecycle process. Managed the procurement and distribution of over 1000+ end user devices.
- Led cross-functional teams in deploying, configuring, and maintaining communication systems to support over 20 missions both domestic and across the globe.
- Planned, allocated resources, and coordinated the installation of a new network infrastructure across three buildings that provided secure phone, internet, and other communications services.

Communications Unit Lead | United States Army | Fort Campbell, KY | 2017 – 2019

Managed the 101st Airborne Divisions' communications network called Combat Network Radio in both garrison and combat operations environments.

- Developed and executed training programs, including theoretical instruction, practical exercises, and simulations, to train 150+ members on telecommunication systems.
- Created the Standard Operating Procedures document for use in planning and execution of all communication-based training missions.
- Responsible for planning and executing 10 successful telecommunication missions and projects.

Cardiac Telemetry Specialist | Allegheny General Hospital | Pittsburgh, PA | 2015-2017

Delivered comprehensive patient care in a high-acuity cardiac unit, closely monitoring for, and promptly identifying cardiac irregularities, and collaborated with interdisciplinary healthcare teams to develop and execute individualized care plans.

EDUCATION | CERTIFICATIONS

Bachelor of Science in Nursing | University of Pittsburgh
PMI Project Management Professional | 2023
Azure Fundamentals | Microsoft Certified | 2023
CompTIA Security+ | 2021