744 N. Grand Ave. Waukesha, WI. 53186 Phone: 262-442-3456 Email: curtotto71@yahoo.com

## **Professional Summary**

I had the honor of serving on the City of Waukesha Plan Commission from 2007 to 2010 as well as the Police and Fire Commission from 2016 to present. My professional background includes a variety of experiences from sales and service to management and safety training. I have also been teaching art lessons in the Waukesha area since 2004 and work part time on commissioned art pieces.

## **Highlights**

- 5 years of project management experience
- Experience working with city government entities
- Extensive safety training background/ perfect working safety record
- Skilled at assembling job bids, schedules of work, and job completion reports
- Strong problem solving skills
- Acute attention to detail

# Work Experience

- American Family Insurance Agency: Licensed Sales Specialist: 2016 to Present
- Higgins Tower Service (Wisconsin): Foreman: 2011-2016
- Owner/ Operator Private Art School (Wisconsin) June 2004 to 2011 and 2016 to present
- InSite Telecom (California): Project Manager: August 2003 to June 2004/ August 2010- June 2011
- Waukesha Business Improvement District (Wisconsin) June 2008 to 2010
- City of Waukesha Plan Commission (Wisconsin) June 2007 to 2010
- Mericom Corporation (California): **Project Manager**: June 2000 to August 2003

Crew Supervisor: November 1999 to June 2000

Field Tech: June 1999 to November 1999

- CPM Telecommunications (Arizona): Crew Supervisor: December 1998 to May 1999
- American Line Builders (Arizona): Field Technician: September 1998 to December 1998
- Presco Communications (Seattle): Field Technician: June 1997 to September 1998
- Skyline Communications (Wisconsin): Field Technician: September 1995 to June 1997

#### **Certifications:**

- Continued climber safety courses (bi-annually)
- Certified ComTrain Tower Climbing Safety and Rescue Instructor 2004-2008
- Anritsu: Site Master Line Sweep Certification 2002
- Andrew Institute: Connector Attachment Training 1999
- CommScope: Installation Training 2000
- National Training Center, Fort Irwin California: Range/Training Safety 2002
- OSHA: 10 Hour OSHA Training Course in Construction Safety and Health 2002-2011
- CPR Certified 2011

### **Additional Information:**

- Studied Graphic Design at Madison Area Technical College, Madison WI.
- Previous owner of Otto's Art Academy in Downtown Waukesha, WI.
- Currently teaching private art lessons at my studio in Waukesha, WI.