

# LINKEDIN CHEAT SHEET

## Quick tweaks to increase your interview rate

**500+ Connections**  
Connecting with lots of recruiters and professionals in your target industry is more important than posting statuses and writing articles.

**Job Title**  
**Key Technical Strengths**

**Key Soft Skills**

**Biggest Accomplishments**

**Key Soft Skills (Again)**

**Call to Action**  
Use a personal (@gmail, @yahoo, @hotmail) account.

**Keyword "Dump"**

**Brief Bio**  
This humanizes your profile.

**Detailed Company Description/Scope of Work**

**3-4 Accomplishments**  
Your resume can detail your accomplishments. Your profile should just outline them.

**Technical Environment**  
If applicable.

**Year of Graduation**  
If you leave it out, people will overestimate in the wrong direction.

**10-15 Key Skills**  
Avoid soft skills like "leadership" and "communication." Be specific to your industry and area of expertise.

**Result-Based Project Title**  
Catch your reader's eye by dropping numbers in your project titles and enticing them to click on to read more.

### Header Section

Are you being strategic about this section? Make your location as large as possible if you are interested in relocating.



**Smiling Headshot**

**Keywords and Key Strengths in Headline**

Fatemah Mirza

Program Manager | SDLC | IT Project Management | Process Reengineering | Negotiations | Operations Streamlining  
CareerTuners • University of California, Los Angeles  
Greater Los Angeles Area **500+**

**Summary**

I am a program manager and solutions architect who untangles complex business challenges by building high-capacity, efficient networks. To do so, I develop new technologies, collaborate with telecom partners globally, and utilize data analytics for smooth deployment.

I lead large-scale project lifecycles, working in technical environments while engaging senior executives and government officials.

The main reason for my success is that I work in collaboration with cross-functional stakeholders and create buy-in for the various teams that I work with including electrical, regulatory, and marketing.

Here are a few examples of how I strategically deploy latest wireless technology for seamless connectivity:  
- Process Improvement: Improved site-selection time by 60% by developing the first network planning tool using AI, data analytics, and LIDAR data.  
- Data Analytics: Improved ROI for a tier-1 cable operator company by leveraging data analytics for effective hotspot deployment.  
- Technical Consulting: Enabled LTE launches across 5 Latin American markets through pre-assessment of requirements.

I work closely with data scientists and partner mobile operators to assess the performance of existing networks, identify gaps and areas of improvement, and address bottlenecks. I leverage the latest tools to improve connectivity for enhanced user experience.

If you are interested in working with someone who can utilize the state-of-the-art technology to effectively create buy-in for your company, email me at fatemah@careertuners.com.

Specialties: Strategic Planning & Deployment, Program Management, Strategic Infrastructure Partnership, Due Diligence, HETNET, Wi-Fi, 2G/3G/4G/LTE, Terragraph Technology, MATLAB, Python, Tableau/SQL, Cost Optimization, Process Automation, Infrastructure Solution, Artificial Intelligence

When I am not working, I enjoy mountain crocheting and running with my Labrador.

Media (1)

### Media Section

Attach your resume under your summary.



**Job Title**

Include "equivalent" job titles if your company had a unique nomenclature for personnel. LinkedIn weighs job titles very heavily for keywords!

### Experience



Technical Consultant | Undertook Program Manager Duties  
LinkedIn  
Feb 2012 – Present • 5 yrs 5 mos  
Corona

I act as the go-to-person for operational vendors, guiding throughout deployment and coordinating with city officials to deploy Terragraph technology at this leading social networking corporation. As part of my daily duties, I oversee 5 direct reports and 36 indirect reports.

My key accomplishments here include:

- Reduced report generation time from 5 days to 4 hours by automating script running using Tableau.
- Established MVNO services for a leading VOIP company. Led from proposal creation to GTM strategy development.
- Conducted due diligence to enable wireless replication across 70 buildings.
- Reduced sample collection time for signal performance by supporting development of the world's only outdoor Wi-Fi optimization tool with <1 millisecond collection rate.

Key tools used: ATOLL, Planet EV/ASSET/EDX, TEMS Investigation/Nemo/Ericsson, ALU OSS, Virtual Reality, Python, HETNET

### Education



University of California, Los Angeles  
Bachelor's degree, Network Engineering  
2012

### Featured Skills & Endorsements

Strategic Planning

Program Manage...

Due Diligence

Wi-Fi

MATLAB

Python

Tableau

SQL

Cost Optimization

Process Automation

Artificial Intelligen..

Strategic Planning..

Strategic Infrastru...

HETNET

2G, 3G, 4G, LTE

Terragraph Techn...

### Accomplishments

#### 1 Project

Helping Hands | Raised \$80,000 for a local school

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Click [here](#) to learn how to signal to recruiters via LinkedIn that you are an "Open" job seeker.

Click [here](#) to learn how to get great recommendations for your LinkedIn profile. Aim for at least three recommendations.

**Need LinkedIn help?**

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