

Janne Hall Taylor

OBJECTIVE

Adjunct Professor Position, teaching Electronic Engineering courses

EDUCATION

Texas Southern University-Houston, Texas 78702

Bachelor of Science in Electronic Engineering Technology, May 2000

Texas Southern University-Houston, Texas 78702

Master Degree in Computer Science, December 2014

EXPERIENCE

09/13/2012-present

Health & Human Services Commission, Houston, TX 77063

-Performs routine social services auditing functions to assess the accuracy relating to program policies and procedures, specifically Temporary Assistance for Needy Families (TANF), Supplemental Nutritional Assistance Program (SNAP), and Medicaid programs. -Reviewing and analyzing case actions completed to ensure compliance with state and federal statutes, identifying inaccuracies, and correcting such inaccuracies. -Assisting with planning, developing, and implementing corrective action measures and providing consultative services and technical assistance to program staff. --Assists in the preparation of administrative reports related to identify trends -Performs related work as assigned
Project: LexisNexis

- Compiled and researched large data sets to detect fraud

02/25/09-09/13/2012

Health & Human Services Commission, Houston, TX 77077

-Determine eligibility for Food Stamps, Temporary Assistance for Needy Families (TANF) and Medicaid Programs -Obtain, verify and budget income and resources to determine client financial eligibility. Document case records using computer applications -Prepared and maintained records, files and reports -Access Texas Workforce Commission and Data Broker systems to ensure applicants were within federal guidelines - Maintain compliance within applicable state and federal regulated laws -Maintain client and State confidentiality

3/1/07-1/28/08

Contract Specialist

Texas Department of Transportation, Austin, TX 78731

-Review state and federal funded contracts/amendments, subcontracts and/or procurement documents, change orders, work orders, supplemental agreements, time extensions, acceptance testing for appropriate administration and consultant qualifications for Engineering contracts -Ensures contracts are payable and meet all legal requirements -Assists in developing, writing or revising contracts, amendments, procedures, forms, related documents and provisions -Assists in researching state and federal statutes and opinions, Department policies and previous contracts -Assists in analyzing legislation impacting contracts -Prepares financial/statistical graphs and/or reports -Provides technical and administrative support to include reviewing, processing, answers questions, provides assistance and handles complaints and resolution of discrepancies and problems regarding contracts, billing, payment and warrant actions -Reviews, interprets and clarifies statutes, regulations, standard policies and procedures to ensure compliance with Department and governmental regulations -Maintains, updates, and compiles detailed data, reports, summaries, files, records, logs statistics or specific contracts including procurement documents and revisions; writes routine and unique correspondence -Prepares bid proposals including researching previous contracts, writing specifications, advertising notice to bid; contacting bid list contractors; scheduling and conducting pre-construction/pre-bidding conferences and public bid openings -Audits payment invoices for completeness, accuracy and compliance with terms of contract and governmental contracting rules, regulations and procedures -Conducts audits, researches and identifies problems with proposals, contracts, contractors, lettings and proposes solutions -Assists in developing plans for implementing new contract evaluation requirements -Meets with

project managers to identify objectives, needs and issues concerning project contracts -Executes agreements and contracts -Directs the planning, design, development, implementation maintenance and support of the department's Intranet system

5/2/05-3/1/07

Planner I

Texas Department of Transportation, Austin, TX 78731

-Performs planning and programming activities in support of management-related programs and/or transportation issues -Conducts research and analysis on complex issues, legislation, departmental policies and assists in developing departmental policy positions pertinent to those issues and areas of expertise -Assists departmental staff on administrative, technical and regulatory aspects of planning -Assists in coordinating planning projects involving districts, divisions, various public transportation interests, research endeavors with universities and/or local, state and federal agencies -Researches and analyzes local, state and national trends, policy issues and/or prioritizes proposed legislation to determine impact and makes recommendations - Assists with budget preparation, monitoring and estimating of future costs -Assists in the maintenance of legislative and policy documents and commonly requested data and statistics -Assists with functional classification of highways and urban system map development -Visits assigned areas to participate in planning program development and implementation -Conducts planning studies to include feasibility studies and master plans -Conducts Program Development Meetings with vendors to identify requirements, exchange information and keep informed on the status of projects -Conducts selected improvement planning projects - Evaluates consultant performance for contractual compliance -Works with consultants, vendors and other external entities -Serves as a project leader for teams performing planning projects, special assignments or projects

5/28/04-5/1/05

Texas Works Advisor

Health & Human Services Commission, Austin, TX 78702

-Determine eligibility for Food Stamps, Temporary Assistance for Needy Families (TANF) and Medicaid Programs

10/18/99-4/30/03

RF Engineer II

Nextel Communications, Austin, TX 78751

-Responsible for providing technical and strategic support to customers -Required to review and recommend improvements to existing designs -Provided strong communication and organizational skills -Comprehensive experience with all RF building blocks including LNAs, mixers, synthesizers, filters, amplifiers, power amplifiers, power control -GPS experience -Strong technical writing skills for datasheets and application notes -C programming skills -Ability to solve complex technical problems relating to NF, dynamic range and system loss/gain, link budgets -Familiarity with digital and analog test equipment including multi-path emulators, signal generators, RF and spectrum analyzers -Created optimization rings for research of network anomalies. -Worked with the Construction, Design and Compliance teams to integrate new cell sites and manipulated antenna orientation -Installed new BR(s) -Gave presentations to upper management on local projects - Familiar with the use of microwaves for enhanced signal strength and the manipulation of antennas for maximum coverage -Applied advanced trouble shooting skills to receive maximum performance from cell sites

PROJECTS/RESEARCH

Member of CREST

- LabVIEW- Created virtual labs for research projects

SKILLS

- MS Office Suite, MS Front Page.
- HTML, Java, C/C+