# **MARK THOMAS CLAYTON**

# Ontario, California 91761 | (909)203-2299 | [ClaytonsCreationsUS@gmail.com](mailto:ClaytonsCreationsUS@gmail.com)

# [LinkedIn Profile](https://d.docs.live.net/a9ee2b9ee153895e/Documents/Resumes/LinkedIn%20Profile): <https://www.linkedin.com/in/markthomasclayton/>

# GitHub: <https://github.com/ClaytonsCreations>

[Digital Resume](https://claytonscreations.github.io/): <https://claytonscreations.github.io/>

# **Summary**

Experienced and organized Project Manager with skills in Excel, VBA, Python, JavaScript, HTML and SQL from a Certificate in Data Analytics & Visualizations. Enjoy leveraging my skill set to identify, analyze, and implement process improvement opportunities. Strengths include self-motivated and analytical personality with good presentation skills along with the ability to collaborate across diverse groups.

# **Technical Skills**

***Software Proficiency -*** SAP, Winshuttle **|** eDMRM (OpenText) **|** ArcGIS, Survey123 **|** Adobe Pro, Photoshop

Microsoft Office (including Excel (VBA), OneDrive, Outlook, PowerPoint, Project, Publisher, SharePoint, Visio & Word)

***Data Analytics & Visualizations -*** *Tools:* Python, SQL, HTML, CSS, JavaScript, & Tableau **|** *Libraries/Databases:* Pandas, Matplotlib, NumPy, SciPy, Plotly, D3, Leaflet, Flask, SQLAlchemy, PostgreSQL, SQLite, MongoDB, & Bootstrap

# **Projects**

**Extract, Load, Transform (ELT) Project |** [**https://github.com/ClaytonsCreations/ELT-Project**](https://github.com/ClaytonsCreations/ELT-Project)

Python, Pandas, Jupyter Notebook, JSON, csv, and PostgreSQL.

**Tell a Story with Data Project |** [**https://github.com/ClaytonsCreations/Project-3**](https://github.com/ClaytonsCreations/Project-3)

Python, SQL, HTML, JavaScript, CSS, Bootstrap, Leaflet, BeautifulSoup, and D3.

# **Experience**

**SOUTHERN CALIFORNIA EDISON**

**Advisor** *- Asset Performance Engineering, Condition Monitoring & Analytics* May 2017 – Present

Project manage the entire Generation Wildfire Mitigation Plan (WMP) which includes asset inspections, remediations, vegetation management, and system hardening activities.

* + - **Coordinated the completion of over 400 inspections across SCE Territory** including training field crews and technicians and provided regular updates to senior leadership throughout the organization.
    - **Reviewed all inspection data and processed notifications to field crews to reduce and remediate possible ignition risks**. Ensured remediation of all findings within compliance deadlines.
    - **Managed and supported Advisor’s** to ensure execution and compliance of the Expanded Clearance vegetation project and analysis of 9 hydro control circuits.
    - **Led the cross coordination between Generation and T&D to remove 3 unsafe Agnew transmission towers**.
    - **Project managed the grounding studies and lightning arrestor assessments of 33 sites** and coordinated mitigation action identified by the vendor.
    - **Led low voltage site analysis that identified sites across the territory for ways to reduce ignition risk** such as battery/solar conversions, covered conductor, or other ignition reduction opportunities.
    - **Collaborated with WMP leads and departments** to develop project plans, goals, and milestones. Often respond to requests from regulatory agencies like the CPUC/WSD.

Manage the Gen-T&D Roles and Responsibilities Alignment (RRA) which includes coordinating meetings with the Union and key stakeholders on changes.

* + **Developed project plan to replace the Catalina Transformers to improve reliability of power and reduce point of failure.**
  + **Oversaw the Generation Maintenance update process to incorporate existing technology that reduced costs** associated with purchasing and integrating new systems.
* **Compliance liaison** between 3 OUs to streamline coordination and communications.
* Worked with the **Generation Diversity and Inclusion action team to develop a hiring guide** to assist Managers in taking steps necessary to attracting and hiring a diverse workforce.
* **Completed my yellow belt certification** courses and 2 kaizen continuous improvement events. I continue to stay certified by completing a minimum of 1 kaizen every 6 months.
* **Managed SAP requests** such as developing job aids, creating processes, maintenance plan creation, FLOC/Equip updates, data pulls and comparisons that require pivot tables, vlook-up and matching exercises.
* **Assisted project manage the Penstock Inspections Program** by acting as a field rep. for contractors, collecting engineering data, providing scheduling assistance, and reviewing timesheets and purchase order documents.
* Redesigned 15 Portal (SharePoint Intranet) pages **reducing scrolling/clicking by an average of 50%**.

**Program/Project Analyst 3 -** *Documents and Records Management* November 2015 – May 2017

Information Steward for Generation Organization managing the annual review and disposition of records, planning & executing records clean-up events, and being the Point of Contact for questions.

* Pulled from regular duties to **lead the process and procedures activity** for the new Asset Management Program being developed to ensure proper development and storage of newly created documents.
* Worked closely with IT and our clients to **identify, classify, and move documents from shared folders to eDMRM**. Continued to be the administrator of those libraries to help clients when retrieving and storing business records as well as managing access.
* **Led a segment of a drawing project** which incorporated analyzing data to determine which records were outdated and subsequently worked with a vendor on validation and updates that decreased errors.

# **Additional Experience**

**Construction Material Coordinator 1** April 2010 – November 2015

Southern California Edison - Corporate Drawing Management Pomona, CA

**Customer Service Representative** July 2006 – April 2010

Southern California Edison - Customer Service Rancho Cucamonga, CA

**Student Utility Worker** July 2005 – July 2006

Southern California Edison - Meter Reading Monrovia, CA

# **Education**

**Certificate in Data Analytics and Visualization,** *UC Irvine* March 2022

**The Leverage Effect Certificate,** *UC Irvine, Paul Merage School of Business* December 2020

**Yellow Belt Certification,** *Southern California Edison Internal Training Program* September 2019

**The Dynamic Leader Certificate,** *UC San Diego, Rady School of Management* November 2018

**Project Management Certificate,** *University of Phoenix* March 2016

**AutoCAD Essentials Certificate,** *Autodesk* February 2016

**The Innovative Leader Certificate,** *UC San Diego, Rady School of Management* June 2015

**The Strategic Leader Certificate,** *UC San Diego, Rady School of Management* May 2014