# **MARK THOMAS CLAYTON Email:** [ClaytonsCreationsUS@gmail.com](mailto:ClaytonsCreationsUS@gmail.com)

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# Ontario, California **Digital Resume:** <https://claytonscreations.github.io/>

# **Summary**

Safety focused Lead of Generation’s Wildfire Mitigation Plan (WMP) activities with extensive experience and expertise in remediation planning, inspection process, system hardening analysis and vegetation management. Able to lead initiatives/programs and ensure success. Demonstrated skills in ArcGIS, SAP and data reporting and analytics. Strong knowledge of records management and continuous improvement tactics with advanced presentation skills. Recognized for the ability to successfully collaborate across Organizations at all levels. Proven history of showcasing flexibility and adaptability and excelling and exceeding expectations in fast-paced environments.

# **Technical Skills**

**Software Proficiency *-*** SAP, Winshuttle **|** eDMRM **|** ArcGIS, Survey123 **|** Adobe Pro, Photoshop **|** Google Earth **|**

Microsoft (including OneNote, Power BI, Power Apps, Power Automate, Project, Publisher, and Visio)

**Data Analytics & Visualizations -** Tools: Excel VBA, Python, SQL, HTML, CSS, JavaScript, Tableau, GitHub, Visual Studio Code, PowerShell, and Anaconda **|** Libraries/Databases: Pandas, Matplotlib, NumPy, SciPy, Plotly, D3, Leaflet, Flask, SQLAlchemy, PostgreSQL, SQLite, MongoDB, Heroku, and Bootstrap.

# **Experience**

**Advisor** December 2019 – Present

Southern California Edison *-* Asset Performance Engineering, Condition Monitoring & Analytics Rosemead, CA

* Coordinating the redesign of the multi-million-dollar Long-Term Capital Master Schedule for 10-year forecast that is used in GRC, RAMP, and Generation Ops budget.
* Analyzed the existing Master Schedule by partnering with others to gather and centralize project data to create tables, charts, and Dashboards to provide Senior Leaders a more wholistic understanding of the 10-year forecast.
* Manage all Wildfire Mitigation Plan (WMP) activities which includes facilitating high-fire risk inspection of 200+ assets, tracking remediations, coordinating vegetation management, and executed system hardening projects.
* Composed many WMP related testimony, GRC testimony, regulator data requests, project plans, goals, processes, and presentations as the single Subject Matter Expert for Generation’s WMP activities.
  + - Orchestrated the Gen-T&D Roles and Responsibilities Alignment by coordinating meetings with the Union and stakeholders, creating project plans, and change management to incorporate new technology and processes.
* Co-authored a hiring guide to assist Managers in taking necessary steps to attracting and hiring a diverse workforce as part of the Generation Diversity and Inclusion action team.
* Achieved my yellow belt certification by completing classroom training and 2 kaizen continuous improvement events and remain active by completing at least 2 kaizens per year.
* Redesigned 15 Portal pages reducing scrolling/clicking by an average of 50%.
* Awarded the 2020 Safety Honor Award for outstanding performance or behavior in safety.

**Program/Project Analyst 3** May 2017 – December 2019

Southern California Edison *-* Asset Performance Engineering, Condition Monitoring & Analytics Rosemead, CA

* Oversaw the process and documentation activity in the newly created Asset Management Program and assigned as back-up for the organizational change management and training activities.
* Produced the teams project schedules, met with each engineer regularly to keep schedule on track and updated.
* Assigned by the Director to manage communications sent from his Leadership email accounts.
* Maximized the use of SAP by transitioning solar and Catalina into the standard Generation SAP Structure. Developed job aids, created processes, created maintenance plans, and created pivot tables and vlook-ups to analyze data.
* Assisted managing the Penstock Inspections Program by acting as a field representative for contractors, collecting engineering data, providing scheduling assistance, and reviewing timesheets and purchase order documents.

**Program/Project Analyst 3** November 2015 – May 2017

Southern California Edison **-** Documents & Records Management Rosemead, CA

* Planned annual review and dispositioning of records, executing records clean-up events, and acted as the Information Steward for Generation Organization.
* Facilitated the PPD Orders program (378 processes and procedures) to ensure Orders were being updated and published to eDMRM based on the company requirements.
* Directed 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.

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

Southern California Edison **-** Corporate Drawing Management Pomona, CA

* Contributed to the design and implementation of new engineering documents library CRT Dashboard and user interface CDM Library in which I provided the in-person training to 250+ employees, created recorded demonstrations, and developed job aids.
* Revamped the Business Continuity process for emergency hard drives and decreased the time to update, developed a schedule to reduce time away from sites, and developed better tracking forms.
* Designed processes for handling confidential documents and materials such as Critical Energy Infrastructure Information (CEII) and North American Reliability Corporation, Critical Infrastructure Protection (NERC CIP).

# **Education**

**Certificate in Data Analytics and Visualizations,** UC IrvineMarch 2022

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

**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 and Strategic Leader Certificates,** UC San Diego, Rady School of ManagementMay 2014 | June 2015

# **Of Note Activities**

**Founder and Elected Team Lead of Generation Office Safety Congress (SCE)** October 2017 - December 2020

Formed the 3-time Triple Crown Awarded Generation Office Safety Congress with team members from across our territory to improve the office safety culture and serve as a safety resource to employees.

* Planned an Emergency Kit Building Contest event for Generation, Customer Service, & HR that was attended by 273 employees, had 17 contest submissions, and provided over 100 cases of emergency waters to attendees.
* Certified in First Aid/CPR/AED by Red Cross and trained as a Tier 2 Ergo specialist to assist as a resource when ergonomic issues were escalated from a manager.
* Spearheaded 3 projects that won Corporate Triple Crown Awards.

**Board Member of** **Lighthouse Business Resource Group (SCE)** January 2009 - June 2020

Served on the Board of Director’s in various capacities with the goal to engage Lesbian, Gay, Bisexual, Transgender and Ally (LGBT+) employees in personal and professional growth by providing opportunities for education, networking, mentoring, and community involvement. Recognized as a resource and advocate for LGBT+ issues.

* Program Director and Ally Chair from 2017-2020, expanded the Ally 101 program from 1 to 9 available courses, trained presenters, presented 30+ times and relaunched the Safe Space Program.
* Served as Event Director from 2015-2017, coordinated numerous networking, career development, fundraising, and volunteer events leading to over $25,000 in donations to non-profit organizations.
* Elected President and Vice President from 2009-2014, rehabilitated a bad reputation, developed best practices, and implemented new programs all while increasing memberships.