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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 demanding 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 holistic 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.
* Mobilized field crews, T&D, protection engineers, and vendors to execute necessary steps to complete grounding studies as part of the WMP and coordinated the construction projects that were identified.
* Attained a Small Unmanned Aircraft (drone) license from the FAA to support the Corporate WMP goal.
  + - 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.
* Panelist on several interviews for engineers, advisors, and contingent workers.

**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.
* Liaison for all compliance related issues including relays, batteries, and circuit breaker assets.
* 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.
* Partnered with Engineers to facilitate oil analysis program, Arc Flash requirements, and corrective action program.

**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 functioned as the Information Steward for Generation Organization.
* Facilitated the PPD Orders program (378 processes and procedures) to ensure Orders were 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.
* Headed the efforts to consolidate and reduce FERC records in the eDMRM library.
* Delivered regular trainings across SCE on CDM Library, information governance, eDMRM, and SharePoint.

**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).
* Streamlined transmittals and forms to reduce errors and improve user experience.
* Enhanced physical drawing organization by redistributing drawings, adjusting floor plans, and updating labeling system to reduce retrieval and refiling efforts.

# **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 Leader Certificates,** UC San Diego, Rady School of ManagementJune 2015

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

# **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 for:
  + Showcased an improvement to the emergency response role assignments during meetings by creating cones that serve as a visual representation of the assignment. (2nd Place 2019)
  + Customized a new mobile ergo lab presentation with Corporate Safety for field employees to train on ergonomics and show IT products they can order. (1st Place 2018)
  + Launched the first aid incidental use program by attaching a magnetic box with the 4 most used items, this kept us OSHA Compliant and reduced costs of replacing kits. (1st Place 2017)

**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.

* Panelist for the SCE DE&I workshop at the 2019 Out & Equal Summit in Washington DC.
  + Designed digital scavenger hunt challenge, marketing materials, and staffing schedule for SCE booth.
* 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 fundraising and volunteer events leading to over $25,000 in donations to non-profit organizations.
  + Organized networking / career development events with SCE Executives that required management of catering, entertainment, main program, ticket sales, giveaways, and more.
* Elected President and Vice President from 2009-2014, rehabilitated a bad reputation, developed best practices, and implemented innovative programs all while increasing memberships.

**Additional Activities**

* Member of the Men Advocating Real Change (MARC) by Catalyst for Women’s Roundtable BRG in 2021-2022.
* Participant of the Career Coaching and Assessments Pilot Program in 2020.
* Participant of the Leadership Development Journeys Pilot Program in 2020.
* Participant of the Navigating through Change: Change Management for Supervisors and Influencers Pilot in 2017.