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

# (909) 203-2299 **LinkedIn:** <https://www.linkedin.com/in/markthomasclayton/>

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

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

# **Summary**

Safety-focused, self-directed, and detail-oriented Project Manager with demonstrated abilities to solve complex and unique challenges, prioritize deadlines, and budget along with the ability to communicate and collaborate across large diverse organizations. Achieving a Project Management Certificate along with years of experience has provided the foundation to rational decision making and delivering successful results. Have proven history of showcasing adaptability and exceeding expectations in demanding environments. Remain eager to utilize knowledge gained of continuous improvement methodologies to further innovate in the workplace and to evolve and acquire new skills.

# **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.

# **Data Analytics and Visualizations Projects**

**Extract, Load, Transform (ELT) |** <https://github.com/ClaytonsCreations/Income-vs-Representation>

Summary: Utilized multiple datasets to determine trends and correlations between US income rates and Political Party representation.

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

**Tell a Story with Data |** <https://github.com/ClaytonsCreations/Indeed-Web-Scraping>

Published Webpage: <https://claytonscreations.github.io/Indeed-Web-Scraping/>

Summary: Created an HTML job board for Catalina Island by web scrapping job posting on indeed.com and using multiple visualizations to enhance user experience.

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

# **Experience**

**Advisor** December 2019 – Present

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

* Coordinating the redesign of the billion-dollar Long-Term Capital Plan (LTCP) for 10-year forecasts that is used in GRC, RAMP, and Generation Ops budget.
  + Enhanced the LTCP by determining the required data needed to produce valuable insights and track changes that can be visualized and presented to the Senior Leadership Team.
  + Analyzed and improved the LTCP by connecting multiple sources of information utilizing index and VLOOKUPS to semi-automate the process, then published to Power BI for a visual dashboard.
  + Built the initial project plan to conduct the annual update of the LTCP, developed the strategy, created timeline, identified milestones and deliverables, introduced templates, and broadcasted it Generation wide.
* 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.
  + Developed the strategy, goals, objectives, milestones, budget forecasts, and schedules for WMP activities and refresh them annually to present it to Wildfire Management Team, Finance, and Senior Leaders.
  + Composed responses to regulatory requests and provided material for the WMP / GRC testimonies as the single Subject Matter Expert for Generation’s WMP activities.
  + Mobilized field crews, T&D, protection engineers, and vendors to execute vital steps to complete grounding studies then managed the unique construction projects that were identified that included replacing original equipment from early 1900’s, replacing power lines, and obtaining environmental approvals for civil work.
  + Navigated the complexities of the SCE water and gas utilities for Catalina Island including development of unique processes, passing strict environmental requirements, acquiring vendors, filing testimony for Water GRC, and managing scopes and schedules with sequestered employees.
  + Created a partnership with T&D to share resources as there are different requirements for vendors that is difficult for Generation to procure, and Generation often has vendors in rural areas that T&D doesn’t.
  + 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 roll-out; coordinated Union and stakeholder meetings, created project plans, and applied organizational change management methodologies to get results.
* Sustained my continuous improvement yellow belt certification by heading the following kaizens:
  + Defined a process for a naming convention and centralization of equipment health assessments and condition monitoring documents so field users could easily find and access the information.
  + Remodeled the AM&GS risk register to double as a Capital Project Plan reducing the number of hours an engineer spent creating a project list from approximately 40 hours to 0.
  + Simplified the SharePoint Site and permissions structures. Reduced number of sites by 27% and eliminated 71% of permission groups and created standardized groups that apply to multiple sites.
* Administrator for all the Generation SharePoint sites, Teams sites, and Portal pages.
  + Redesigned 15 Portal pages as part of an IT update requirement and was able to reduce scrolling and clicking by an average of 50% making it easier and faster for people to access information.
  + Conduct regular audits of SharePoint sites to ensure we are maintaining records to the company policy and working with site owners to delete or move documents to eDMRM.
* Co-authored a hiring guide to assist Managers in taking vital steps to attracting and hiring a diverse workforce as part of the Generation Diversity and Inclusion action team.
* Awarded the 2020 Safety Honor Award for outstanding performance of behavior in safety.
* Joined as a Panelist on interviews for engineer, advisor, and contingent roles.
* Liaison for PSPS events affecting Generation facilities then pushing that information to leaders in affected area.
* Verified 5 Critical Business Records and completed required documentation as part of the Company Goals.
* Conducted physical rooftop solar inspections and provided detailed findings report with photos.
* Utilized Percipio training to improve my written communication skills by completing 5 courses / 36 videos.

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

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

* Achieved my yellow belt certification and orchestrated the following kaizen projects:
  + Led the creation of the SAP Asset Record Update Process increasing the accuracy and reliability of our SAP data.
  + Directed the creation of the Data Request Standardization including the development of the guide, templates, job aid, and communications to reduce the amount of missed or urgent data requests.
  + Implemented a standardized process to submit continuous improvement ideas via SharePoint form and created a procedure for prioritization of ideas.
* 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.
* Co-supervised contingent workers and interns, provided day-to-day assignments and was the main point of contact for questions, reporting time-off, and to receive progress updates.
* Assembled asset inventory for water conveyances and relays by reviewing engineering drawings, SAP, and speaking with the local crews.
* Directed a small team to standardize the AM&GS SharePoint and make files more accessible to all Generation.
* Provided project management expertise to 14 activities by maintaining project schedules and providing quarterly progress updates to Senior Leaders.
* Advanced Generations Continuous Improvement Maturity from a .88 to a 1.01 by guiding Principal Managers on their assigned activities.
* Mobilized a team to reform SAP Master Data by creating a working team, identifying issues, creating project plan, and meeting regularly to sync with team on progress.
* Liaison for all compliance related issues including relays, batteries, and circuit breaker assets.
* Assigned by the Director to oversee 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 VLOOKUPs to analyze data.
* Co-managed 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 programs.
* Headed the capital project turn-over for Bishop 4 SAP Project and implemented the process across Generation.
* Responsible for logistics of public ribbon cutting of the Center Peaker EGT such as safety requirements, parking arrangements, creating maps, and organizing tours.
* Participated on the panel of interviewers for the hiring of contingent workers.

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

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

* Planned annual review and disposition of records, carrying out records clean-up events, and functioned as the Information Steward for Generation Organization.
* Facilitated the PPD Orders program (378 processes and procedures) with document owners to ensure Orders were updated and published to eDMRM based on the company policy.
* 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 by working with record owners to resolve issues and influence updates to processes or procedures.
* Delivered trainings across SCE on CDM Library, Information Governance policies, eDMRM, and SharePoint.
* Analyzed and migrated 885,253 documents from shared folders to eDMRM using IT tools for analysis.
* Audited physical historical records for Gen Technical Training in Westminster to ensure compliance with company policies by utilizing my documents expertise to disposition and organize the records.
* Scanned thousands of hard copy documents in Big Creek for water rights as part of an audit risk that was identified.
* Remained a vital resource for CDM by conducting ad-hoc trainings for CDM Library to T&D field and engineering.

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

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

* Contributed to the design and companywide implementation of the 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, developed job aids, and served as single point of contact for questions.
* Revamped the Business Continuity process for the companywide emergency hard drives that store all SCE engineering drawings that would be needed to rebuild after a disaster. Decreased the time to update each of the 10 drives, developed a streamlined schedule to reduce time away from home locations, and developed 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).
* Redesigned drawing issue 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 raised by 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 standard methodologies, and implemented innovative programs all while increasing memberships.

**Additional Activities**

* Attended 4-day Power BI Bootcamp offered by Percipio. (2022)
* Member of the Men Advocating Real Change (MARC) by Catalyst for Women’s Roundtable BRG. (2021-2022)
* Participant of the Career Coaching and Assessments Pilot Program. (2021)
* Panelist for LGBTQ+ University students in STEM to advise on SCE internships and my personal experiences. (2020)
* Attended virtual sessions for the 2020 Out & Equal Summit covering a variety of DE&I topics. (2020)
* Participant of the Inclusion Task Force lead by DE&I. (2020)
* Participant of the Leadership Development Journeys Pilot Program. (2020)
* Trained as SME for the IT tool “Digital Workplace MyIT” and provided trainings across Generation. (2019)
* Participant of the Navigating through Change: Change Management for Supervisors and Influencers Pilot. (2017)
* Trained as 2nd role responder for SCE call center in case of emergency, called to service once. (2017)
* President and Treasurer on the Board of Directors for Seneca Village HOA Board. (2012 - 2017)
* Selected to represent SCE/EIX in Sacramento for the LGBT Caucus Event. (2016)
* Appeared in and participated on a small team responsible for the development, casting, and creation of a diversity video used by SCE on social media. (2016)
* Represented EIX by presenting an Edison Scholar with the $40,000 college grant and working with Corporate Communications to film the event and led interviews with family and students. (2016)