**Rick Benitez PMP, MSEE**

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**Highlights**

**Project Management skills:**

* Advanced project management techniques, team building, and scheduling software (MS Project 2010, Microsoft Project Server & Primavera). Advanced understanding of the Project Management life cycles, SDLC and PMI methodology
* PMP (Project Management Professional) April 2001
* Acquired over 12 years interpreting schematics, blueprints, flowcharts. Re-designing blue prints. AutoCAD, Revit, Visio.
* 10+ years Experience with medium voltage, substations and co-generation
* Advanced in MS Office, Visio, Arriba and SAP R/3 4.7 and SAP ERP 6.0
* Lean Six Sigma experience Green Belt
* Ability to manage resources to task completion
* Supports effective individual and team performance
* Excellent written and verbal communication skills
* Ability to adapt quickly to changing project priorities
* Working on obtaining RCDD (Registered Communications Distribution Designer)
* Obtained extensive Leadership training while an officer in the US Coast Guard.
* Strong interpersonal skills and ability to work with cross-functional teams
* Experience in large scale IT Projects preferred (HW and/or SW; >6 month projects; >$1M budgets)
* Understand the difference between Capital and Expense budgets/projects and accrual based accounting

**Languages:** Fully Multi-lingual- English, Spanish, Catalan, Portuguese.

**Education**

**University of Massachusetts- M.S. Electrical Engineering June 2005**

*Power Energy Engineering & Alternative Energy Resources*

**University of Massachusetts- Graduate Certificate February 2005**

*Energy Conversion*

**University of Massachusetts- B. S Electrical Engineering June 1993**

*Power & Telecommunications*

**Work Experience**

**PJM Interconnect** Norristown, PA

**Corporate PMO February 2014 to Present**

***Project Manager***

Responsible for meeting individual objectives outlined by the PJM Portfolio Management Office.  Worked closely with subject matter experts to train/guide them in Project Management processes and methodologies across a wide range of projects (Oracle, Java, SAP, Windows Infrastructure, MS SQL, Networking, UNIX, Linux).  Applied industry standard Project Management methodology (PMI) to project activities. Participated in planning and coordinating project activities to ensure that goals are accomplished within the prescribed time frame and other parameters.  Create and carry out project plans and activities for customers or business initiatives.  Ensure that project tasks are completed as scheduled and report results to project or program manager.  Perform project activities, ensuring the accuracy, quality and integrity of the information while providing consistent content and appearance within the project. Support program and project teams to achieve program and project objectives. Assist in reviewing project proposals or plans to help determine time frame and procedures for accomplishing projects. Produce and implement a communications strategy and plan to effectively meet Stakeholders’ information needs with timely distribution. Manage delivery logistics to project Stakeholders. Facilitate review and approval of all messages (content and format). Collect and analyze feedback and lessons learned documentation. Support established work plan for each phase of projects. Conferred with project team to understand work plan and to accept duties, responsibilities, and scope of authority. Familiar with established project scope, deliverables, milestones, and required tasks. Completed assigned activities to ensure projects progress on schedule and within prescribed budget. Prepared status reports for project teams using Microsoft Office suite of products. Adhere to standards and procedures for project reporting and documentation. Conferred with project teams to provide advice and problem solving. SCoordinate project activities with business unit(s) activities. Coordinate requests for changes from original specifications, using established standards and forms. Ensure easy and appropriate information access to staff and/or customers. Keep close contact with key customer representatives to ensure solutions are meeting their expectations and providing them with valuable information-sharing capabilities. Work closely with the end users, business technologists, and others to understand and prioritize business goals and information needs. Perform project close-out activities as needed.

**American Electrical Testing Co** Boonton, NJ May 2012 – February 2014

**Senior Electrical Engineer & Project Manager (Lead Professional)**

* Primary focus **Merck**; Reliability Recommendations and Root Cause Analysis Studies (FMEA) for laboratory area buildings. Provided recommendation for purchasing equipment and switchgear to the client from Low to Medium Voltage.
* Lead Professional - Seamless installation of a 160KVA UPS System for Merck in a building that required continuous operation due to FDA requirements.
* Lead Professional – New Jersey Transit Hoboken Ferry Terminal- Hurricane Sandy Electrical condition assessment and restoration.
* Lead Professional – New York Waterway Weehawken Ferry Terminal – Hurricane Sandy Electrical condition assessment and restoration.
* Lead Professional - New York Pier 79 Ferry Terminal – Hurricane Sandy Electrical condition assessment and restoration.
* Lead Professional – Adelphi University- Campus Wide Short Circuit Analysis & Arc Flash Study and Data Center & Telecommunications Center technology refresh for the campus.
* Lead Professional – PSEG Burlington- 230kV (Bulk) Yard Short Circuit Analysis & Arc Flash Study with Protection Device Settings
* Lead Professional – PSEG Camden- 230kV (Bulk) Yard Short Circuit Analysis & Arc Flash Study with Protection Device Settings
* Lead Professional- NU Ludlow Ma- 230kV (Bulk) Breaker Failure Write-ups

**IPS Architecture & Engineering,** Lafayette Hill, PA

**Design Engineering Department June 2011 to April 2012**

**Design Manager & Project Manager**

*Provide leadership on assigned projects and acted towards achieving financial, schedule, and client relationship objectives.  As the Design/Project Manager planned and organized all engineering functions specific to the project, coordinated client interaction between the project team and client, provided guidance on recommended manpower and technical resource loading. Provided a strong Architectural Design understanding as well as my Engineering discipline background along with experience running engineering/design projects in the Pharmaceutical, Nutraceutical or Biotech industries.*

* Demonstrated Engineering Design experience in the Pharmaceutical, Nutraceutical, Biotoech and/or Life Science industries.
* Progressive ability, capacity, and aptitude in administration to plan, organize, supervision, and coordination of technical work and obtaining cooperation from others. Managed the design and construction of various Data and Telecommunications Centers within highly FDA regulated environments. Liaised with various telecommunications vendors for the installation and upgrade of a new fiber plant interconnecting all the buildings as well as the Corporate WAN. As well as provided equipment recommendation for the Central Utilities Plant and multiple substations throughout various facilities. Ranging from 208V switchboards to 230kV switch yard equipment.
* Exceptional level of scheduling skills.
* Excellent written and verbal communication skills.
* Demonstrated over 15 years of project management experience during my day to day.
* Analytical thinking, structured problem solving skills, excellent communications skills, team building and strong work ethic.  Consistently able to build rapport with project staff.
* Skilled in the use of IT tools, including spreadsheets, word processing, planning and scheduling software.
* Understanding of Earned Value and other project controls methods.

**ETAK Systems,** King of Prussia, PA

**Engineering Division February 2010 to June 2011**

**Engineering Manager, Northeast & Mid-Atlantic Region**

*Worked with the sales staff and customers directly to develop generic customer needs. Perform power and ground audits and site walks to refine generic needs into specific scopes of work. Work with pricing specialists in the development of quotes and scope of work.*

* Manage an Engineering department with a head count of 6 engineers, 14 Electricians, 12 Electrician Apprentices and 8 helpers.
* Forecast, scheduling and manpower utilization tracked utilizing MS Project Server. Provided MS Project 2010 & Server in-house training for personnel across multiple departments.
* Effective team building and interaction.
* Responsible for engineering support, as required by the local operations personnel with (drawings, site audit data, technical support).
* Responsible for all deliverables associated with specific regional projects to include material lists, allocation of resource, logistics.
* Weekly status collection and reporting – via both formal documents and status meetings.
* Assessment of building and campus electrical infrastructure, master planning and conceptual designs for improvements.
* Managed the prioritization, sequencing, assignment and tracking of work progress across multiple ongoing projects.
* Managed consultant design firms and contractors during implementation of various electrical, HVAC improvements and additions.
* Proactive issue and risk identification, tracking, management and resolution.
* Quality control on turf audits for AT&T, Verizon being performed and processed by Battery Services, telecommunications to the towers, Documentation and Engineering personnel.
* Oversee the installation of various DC Power Plants 24V and 48V. Provided equipment purchasing specifications tailored for the specific site as well as Emergency Generators.

**Wyeth Pharmaceuticals** Collegeville, PA

**Corporate PMO January 2009 to February 2010**

***Project Manager***

*Manage and support of the Implementation effort of F/FUs migrations on a Document Management system (EDMS 5.3). As a GDMS Project Manager I manage all project phases from project start-up, transitions between project phases, closure, and other project management processes:*

* Managed the execution of medium to large scale projects related to technology solutions. These were not limited to technology refresh deployment of new network routers, blade server farms, telecommunications and data center consolidations and new wholesale construction.
* Managed projects that typically last 9-12 months and involve multiple Business Units with multiple interdependencies to other Business Units or projects.
* Monitor, evaluate, and control project performance using project management skills.
* Monitor risks to projects and escalate appropriately.
* Develop solutions to complex problems through the application of ingenuity and creativity.
* Collaboration with stakeholders to ensure appropriate project-related communications.
* Development and maintenance of the implementation project plan.
* Evaluates project in accordance with plan, tracks and applies lessons learned.
* Managed the assessment of building and campus electrical infrastructure, master planning and conceptual designs for improvements
* Managed the completion of deliverables such as:
  + Document project related risks and issues.
  + Provide senior management with routine updates through dashboards.
  + Migration of all Business Units within Wyeth into Documentum 5.3
  + ***Managed the implementation of SOPs (Standard Operating Procedures) for Data Privacy Policies and processes to be followed by the Pharmaceutical Representatives.***

**PJM Interconnect** Norristown, PA

**Corporate PMO January 2007 to December 2008**

***Project Manager***

*Responsibilities included the development of projects through all of the major phases: Initiation, development, deployment and implementation within a matrix organization that includes direct employees, consultants and outside vendors. These projects ranged in budget from* ***$6.1 to $15.4 million****.*

* Provided technical guidance and advice during the development of use cases, functional specifications and requirements phase.
* Provided monthly, quarterly and yearly forecast and accruals to the Finance Department.
* Utilized SAP ERP 6.0 to manage the request for quotes, request for proposals, purchase orders and change orders for construction, equipment and service contracts with vendors.
* Regularly provided guidance in solving technical problems and identified opportunities for service improvements.
* Provided regular project status reports in accordance with company procedures.
* Projects that I managed were:
  + - User Experience and Visualization utilizing SAP WAS (Web Application Server)
    - Program Quality Assurance and Overall Testing
    - SA (Shared Architecture) Development
    - SOA (Services Oriented Architecture) Implementation
    - PGCA (Power Generation Control Application)
    - PTNA (Power Transport Analysis)

**GlaxoSmithKline** King of Prussia, PA

**Corporate Service Development and Planning (PMO) September 2004 to December 2006**

***Project Manager***

*Managed projects in conjunction with all Business Units and their respective worldwide locations in all countries where GSK has presence. Managed projects following PMI methodology, GMP guidelines and Lean Six Sigma.*

* Provided recommendations, guidance, design and implementation projects for facilities, technology and process improvement.
* Provided internal customer support to the various Business Units within the company with technical presentations of new initiatives.
* Provided regular status reports for tasks and finance in accordance with company procedure.
* Forecast of the appropriate budgetary concerns of such efforts to encompass Tier 1,2,3 and beyond **($250,00 to $35 million dollars +)**
* Provided a BDP/BDR (Benefit Delivery Plan/Benefit Delivery Report) to show hard and soft benefits in compliance with Six Sigma guidelines.
* Managed finance data such as forecasted quarterly spend targets, cost control and analysis; tracked goods received utilizing SAP R/3 Ver. 4.7, Microsoft Project Server.
* Fully managed change control procedures.
* Responsible for managing the development and delivery of project plans with timeline guidance for phased completion to avoid critical impact in support of the World Wide Development and Global Commercial Strategy Organizations within GSK Corporate.
* ***Managed the implementation of new software modules that managed Contracts for various vendors. Managed the development and implementation of various SOPs (Standard Operating Procedures) and Data Privacy Policies and processes to follow throughout the multiple international locations.***
* Applied sound project management skills and techniques in order to ensure the consistent delivery of high quality services and solutions that delivered measurable benefits within agreed time and cost constraints according to company guidelines.
* Responsible for managing medium to large scale efforts where the work is resourced by matrix management or carried out by vendors.
* Demonstrated success in managing a number of complex projects of 6 to 18 months in duration across international and organizational boundaries across all Financial Tiers.
* Demonstrated ability to manage multi-discipline teams of 5-250 people.
* Demonstrated ability to negotiate and work with 3rd party suppliers and off-shore providers.

**Schering-Plough LLC**

**Corporate Facilities Engineering - Capital Projects March 2001 to August 2004**

***Project Engineer & Project Manager***

Served as Project Engineer and subsequently Project Manager for the Engineering Division in the Capital Investment projects and also served as a liaison to the IT Department for all Infrastructure and Networking projects.

* In charge of developing AR’s (Appropriation Requests for funds) for various projects, giving detailed project work specifications, overall design and justification for the required upgrades along with a Scope of Work.
* Designed, developed, implemented and managed the implementation and completion of all PLC and Scada production line projects.
* Integral part of the Project Cost Analysis, and the bidding process with the different vendors and contractors as well as their qualifications and certifications as authorized service providers.
* Managed consultant design firms and contractors during implementation of the improvements.
* Managed project financial data such as quarterly spend targets, tracking forecast versus actual, cost control and analysis, and tracked all goods received utilizing SAP R/3 Ver 4.6C
* In charge of all electrical and telecommunications contractors completing Inside and Outside Plant installations for Optical fiber, CAT 5, Electrical wiring, conduit, inner conduit, hand-holes, man holes, pipe racks, building access, fire stopping.
* Duties included managing and providing vital support to the overall coordination of multiple multi-million dollar projects in the design, development and implementation phases. Project budgets ranged from minor projects **$200,000** up to major Capital Investment projects of up to **$20 million**.
* Provided internal customer support the various Business Units with technical presentations of new initiatives as well as continuing a steady state service support to existing project efforts.
* Provided quality service and support to all Divisions and ensuring the maximum effective and efficient utilization of all components in HVAC, Engineering and IT.
* Reported to the Engineering Director in various Pharmaceutical Plant projects in regards to the construction and maintenance of Power and Communications for the Plant’s compliance with FDA CFR 21 PART 11.
* Oversee all electrical work such as medium voltage, substations.
* Also managed construction projects making all buildings ADA compliant. Overseeing the design and construction of all Telecommunication Rooms with HVAC, Power, and Building Access System tied in with CCTV. These Telecommunications Rooms were built according to IEEE/ANSI/TIA-EIA/NEC/BOCA and the Uniform Building Code as well as BICSI standards to allow the company to be FDA compliant within GMP and CFR 21 Part 11 mandates.
* Managed various Computer System Validation projects such as writing DD’s (Design Documents) IQs’(Installation Qualification), OQs’(Operational Qualification), PQs’ (Production Qualification), as well as SOPs’(Standard Operating Procedures) for various manufacturing enterprise systems. Managed the CSV Qualification of the ISO Training System. This last project had a budget of **$ 7.8 million** dollars.
* Provided practical approaches to implementing and managing engineering change management controls with both Product Data Management (PDM) and used Enterprise Resource Planning (ERP) for both Class I and Class II changes.
* Corrected drawings or engineering document errors. Corrected usability, reliability and safety problems.
* Lowered production costs by continued process improvement.
* Incorporated new requirements by the internal customer. Specification of a new supplier or supplier part/materials.
* Looked at ways of enhancing overall installation, service, or maintenance.
* Performed FATs (Factory Acceptance Tests).
* Completed the assessment of building and campus electrical infrastructure, master planning and conceptual designs for improvements
* Responded to regulatory requirements.
* Provided data to support initial analysis and assessment and discussed in a team environment with 3 other Professional Engineers- Mechanical Engineer, Civil Engineer plus our Engineering Director (PhD Chemical Engineering) with ways to implement our approved changes following Six Sigma guidelines.

**MCIWorldcom** Richardson-Dallas, TX

**Network Implementation & Logistics**

**International & Domestic Engineering November 1997 to March 2001**

***Project Engineer & Project Manager***

* Management and the direct supervision of operations and technical personnel in day-to-day operations.
* Managed the Team departmental budget of **$550,000** dollars on a quarterly basis. And in the event of further needs made the appropriation for funds requests.
* Provided engineering support for the sales staff during sales meetings, and when the case required it, would visit a prospective client with them to provide technical presentations and answer any technical questions they may have had in regards to the service.
* Implementation of engineering specifications for the different systems to be installed. Re-engineering of various flawed systems.
* Managed construction of under ground dark fiber lines through out the Mid-West and overseas.
* Maintained a complete project work plan with schedule and milestones for meeting the completion date and project sign-off. Performed light-wave test & turn-up.
* Provisioning of end-to-end connections as well as nodal connections. Designed various technical drawings in VISIO and Auto-Cad for the redesigning of various existing fiber optic networks.
* Assigned for a rotation of a year at the NOC for the Mid-West at Owasso, Oklahoma. Managed daily duties of administration, support and maintenance of the various vendor provided Operations Support Systems {OSS} that facilitates access to the Network Elements through out the WAN and Various MAN utilizing Nortel Optera Metro in conjunction with all Cisco suite routers.
* Managed the implementation of various QOS services and IP Routing Protocols, such as **BGP-4, OSPF and MPLS**.
* Bandwidth management for the ATM backbone.
* Supervise the installation and configuration of switch-hubs, and various router vendors such as Cisco 2620 to 7000 series, Foundry and Juniper high-end performance routers.

**US Coast Guard** Cape Hatteras, NC / Petaluma, CA / Agana, Guam / Yokosuka Japan

**Engineering, Communications & Intelligence Officer September 1992 to November 1997**

***Lieutenant (O-3)***

*Duties as the Officer in- charge of the Engineering Division for 3 years.*

* In charge of vital US Coast Guard projects, overseeing construction, managing workers, arranging budgets and schedules, and approving completed work. Managed construction, renovation, maintenance, and building projects.
* **Contract Management:**
  + Served as the primary contact between the US Coast Guard and electrical design and contractors.
  + Solicited and managed bids.
  + Supervised construction and solved issues.
* **Public Works:** 
  + Supervised and maintained utilities at shore facilities.
  + Managed construction and repairs.
  + Managed budgets and approve public works plans to include power, sewage, water mains.
  + Manage medium to large voltage, substations and power plants.

*Duties as Officer in-charge of the Communication & Intelligence Division for 2 years.*

* Supervised a watch command of up to 12(Twelve) Communication and Intelligence specialists.
* Worked with various communications and encryption equipment.
* Landline communications management for systems as ISDN BRI/PRI, T1, DS0 through DS3’S. Assistant System Administrator for Unix SCO version. IP over ATM managed networks with Cisco Routers, as well as Network management with various Foundry Layer 3 and 4 switches*.*

**References:** *Available upon request.*