

# Renju Kuruvilla

## Operations Manager

Philadelphia, PA - Email me on Indeed: [indeed.com/r/Renju-Kuruvilla/86566d15ffa65f25](https://www.indeed.com/r/Renju-Kuruvilla/86566d15ffa65f25)

Authorized to work in the US for any employer

### WORK EXPERIENCE

#### Operations Manager

Madison Group/Equus Capital(Formerly Connaught INC/Hill House 2011-2015) - Philadelphia, PA - March 2011 to Present

- Coordinates procurement related tasks such as competitive bidding and contract negotiations to obtain goods and services
- Evaluates and oversees various building upgrade and maintenance projects including structural, mechanical and electrical related
- Supervises union and non union contractor services for elevators, chillers, boilers,generator, water distributions systems and fire safety
- Created and successfully implemented an emergency operations plan (EOP) for the building
- Developed standard operating procedures (SOP) for existing and new building mechanical systems
- Monitors all building mechanical systems
- Manages the Building Automation System (BAS)
- Supervised and scheduled work assignments for mechanics and housekeeping staff
- Successfully implemented Energy Management System (EMS) for the building
- Documented and confirmed all building operations policies and procedures including building PM (preventative maintenance), equipment inspections, and all required equipment maintenance programs are on track
- Manages the on call schedule to ensure a mechanic/supervisor is on call for emergencies
- On call after hours for major emergencies

#### NERC CO-OP

PJM Interconnection LLC - Norristown, PA - March 2009 to September 2009

- Researched relevant internal and regional standards under development to evaluate the impact on the client
- Assessed client compliance with standards to recommend possible adherence
- Compiled questionnaires regarding compliance to enable departmental managers to prepare for and comply with external and internal audits
- Worked with Engineers to investigate potential compliance violations
- Developed and modified joint agreements with other entities regarding calculations and data submission that are crucial to the nation's electric grid
- Assisted in creating an emergency backup control procedure manual for the company's control center according to internal standards
- Analyzed raw data regarding power plants and created summaries for upper management review

#### Facilities CO-OP

PJM Interconnection LLC - Norristown, PA - March 2008 to September 2008

Inventoried all the chemicals in the building and created a material safety data sheet database according to Occupational Safety and Health Administration (OSHA) standards for the chemicals

- Performed project purchase expense analysis in order to evaluate feasibility of internal or external completion of projects
- Modified and updated department budget on a daily basis and computed department expense analysis
- Maintained the functional location of employees in SAP so that the technicians were able to identify headcount and equipment
- Updated the department's physical and digital architectural drawing database

### **Field Technician**

Arora Engineering - Chadds Ford, PA - March 2007 to September 2007

Installed corrosion control systems on pipelines and underground fuel tanks

- Collected soil samples, analyzed data, and created technical reports based on findings
- Conducted inspections on pipelines to identify defects on pipelines and corrosion protection equipment
- Conducted surveys on pipelines to monitor pipe to soil potentials

### **EDUCATION**

#### **Bachelor of Science in Business and Engineering**

Drexel University - Philadelphia, PA

December 2010

### **SKILLS**

Facilities operations manager (5 years)

### **GROUPS**

#### **IFMA**

February 2016 to Present

### **ADDITIONAL INFORMATION**

#### **SKILLS**

Languages: Visual Basic, Java

Software: MS Office Suite (Word, Access, Excel, PowerPoint, Outlook), AutoCAD, Maple, Adobe Photoshop/PhotoDraw/Paint Shop Pro, Labview, LINDO, R, Archivists' Toolkit, Revit, SPSS, SAP (ERP), RC Studio  
Lab Skills: Electrical Circuitry, Measuring Instruments, Multi-meters, Voltage Supplies