

# Theresa Mata

## Projects Engineer - City of Philadelphia, Division of Aviation

Philadelphia, PA - Email me on Indeed: [indeed.com/r/Theresa-Mata/6f6a5a9d1e3d9f89](https://www.indeed.com/r/Theresa-Mata/6f6a5a9d1e3d9f89)

### WORK EXPERIENCE

#### Projects Engineer

City of Philadelphia, Division of Aviation - Philadelphia, PA - April 1998 to Present

Perform the following duties for Public Works' construction projects at the Philadelphia International Airport: schedule and coordinate power shutdowns, construction work hours, and project meetings; coordinate construction work with other contractors, tenants, and airport personnel to ensure safe and continuous airport operations; prepare worksheets for payment estimates, meeting minutes, field directives (for change orders of the project), tenant advisories (scheduled shutdowns), and other related correspondence such as faxes, memos, and letters; and review shop drawing submittals, contractors' proposed project schedule, cost proposals, and certificates of payroll. (See projects on the following page).

- ▶ Supervise Engineering Interns and assist junior Engineers with inspection of contractors' work and installed equipment to ensure compliance to contract drawings, contract specifications, and applicable codes; preparation of daily reports detailing the work performed by the contractors and other pertinent information; and testing of installed electrical equipment such as emergency battery units, panels, transformers, and disconnect switches.
- ▶ Review design drawings, specifications, and cost estimates for proposed public works projects in preparation of the bid process. Review Request for Proposals for prospective on-call consultant services.
- ▶ Perform other related work periodically as required: project status update for the [www.phl.org](http://www.phl.org) website, assist in the emergency generator load test; maintain the front-end of the contract specifications; and responsible for hiring and supervising the Engineering interns from two co-operative education colleges: Drexel University and Widener University.
- ▶ Currently working with the IT department to make the bid process paper free.
- ▶ Design secondary power distribution systems and respond to airport emergencies involving power loss and building integrity.

#### Associate Training Specialist

General Physics Corporation - Pottstown, PA - November 1995 to May 1996

Developed and revised courses, training manuals, technical manuals, and procedures for international companies such as Kraft Foods, Ford, PMMI, and GM.

- ▶ Acted as a technical lead and liaison between General Physics and its customers.

#### Substitute Teacher

School District of Philadelphia - Philadelphia, PA - February 1993 to November 1995

Feb 1993 to Nov 1995 and May 1996 to Apr 1998

- ▶ Responsible for development and delivery of class schedule and lesson plan.
- ▶ Taught various subjects such as Math, Reading, Art, Writing, Gym, Science, Music, Social Studies, Health, and Spanish to students in grades Kindergarten through 12.

#### Engineer

PECO Energy Company, Nuclear Quality Assurance Dept (NQA) - Chesterbrook, PA - May 1986 to October 1991

Reviewed and revised administrative procedures and procurement documents for compliance to quality assurance and regulatory requirements to ensure safe operation of PECO Energy's nuclear power plants.

- ▶ Applied several mainframe and personal computer packages to prepare reports and track open commitments to the Nuclear Regulatory Commission.
- ▶ Performed other duties as directed by supervisors e.g. designed a brochure that educated PECO Energy's Nuclear Group personnel in understanding the definition of quality assurance and the operation of the Nuclear Quality Assurance (NQA) Department and designed the NQA's business plan.

## EDUCATION

### **B. S. in Electrical Engineering**

Drexel University - Philadelphia, PA  
1986

## SKILLS

Computer skills: Microsoft Office, Primavera, Stromberg

Other skills: Typing 35 wpm, event planning, calligraphy, flyers