MARK THOMAS CLAYTON

(909) 203-2299
Ontario, California

Email: ClaytonsCreationsUS@gmail.com
LinkedIn: https://www.linkedin.com/in/markthomasclayton/
Digital Resume: https://claytonscreations.github.io/
GitHub: https://github.com/ClaytonsCreations

Summary

Safety Honor Award recipient, Project Manager with 15+ years of utility experience. Self-motivated, organized, and detail oriented with exceptional presentation skills along with the ability to communicate and collaborate across diverse groups. Achieved a Certificate from University of California, Irvine in Data Analytics and Visualizations to further develop my technical skills in coding and databases. Recently completed a team project in which we utilized web scraping, Python, PostgreSQL, JavaScript, HTML, and Heroku to analyze and visualize the data. Eager to continue utilizing my knowledge of continuous improvement methodologies and evolving technical skills to further innovate in the workplace.

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 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 wholistic 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.
- 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%.

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.
- 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.

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 acted as the Information Steward for Generation Organization.
- Facilitated the PPD Orders program (378 processes and procedures) to ensure Orders were being 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.

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).

Education

Certificate in Data Analytics and Visualizations, UC Irvine	March 2022
The Leverage Effect Certificate, UC Irvine, Paul Merage School of Business	December 2020
Yellow Belt Certification, Southern California Edison Internal Training Program	September 2019
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 Certificate, UC San Diego, Rady School of Management	June 2015
The Strategic Leader Certificate, UC San Diego, Rady School of Management	May 2014