

## **Lea Gutkowski**

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### **EXPERIENCE**

#### **SENIOR ELECTRICAL MAINTENANCE ENGINEER**

**Philadelphia, PA**

11/2016 – present

- Ensure that discipline specific engineering work (OPEX) remains within/below budget
- Ensure delivery of a technically correct and timely engineering work (OPEX) service
- Engage and participate in any operational improvement process (HAZOPS / HAZIDS) to optimize discipline specific engineering (OPEX) support
- Provide discipline support to the Maintenance Planning process
- Provide discipline support to the review of PMRs within the SAP CMMS
- Provide recommendations for critical spares and optimize asset inventory
- Represent client as contract representative for asset support contracts

#### **MULTISKILLED ELECTRICAL MAINTENANCE ENGINEER**

**Chicago, IL**

03/2010 – 07/2016

- Taking full responsibility and ownership of all engineering activity within the buildings assigned to you
- Liaise with the Client and Centrica Staff to ensure timely communication of job progress and resolution
- Issue Safety Documents to specialist service partners and or Contractors delivering services on behalf of the company
- To manage all company activity throughout the buildings that he or she are responsible for, ensuring that scheduled contracted works and extra delivered services are to specification and are compliant
- To assist in the co-ordination of and take part in a Standby Rota for out of hours service provision
- To liaise with the Carillion FM Area Manager/s and their reports for all M&E services that they are responsible for
- Work with other departments to develop and improve current process equipment and systems to deliver change and improve key metrics

#### **ELECTRICAL MAINTENANCE ENGINEER**

**Houston, TX**

05/2006 – 02/2010

- Assist and deliver improvement projects to assist with reduction of breakdowns and short stops
- Assisting with incident management and subsequent investigation to establish root cause
- Develop long and short term plans for equipment improvements
- Work individually and within a team to minimise mean time to repair (MTTR). Work effectively on prioritised automation and related breakdowns and issues
- Working closely with colleagues to deliver against SLA's, improve customer solutions and deliver customer satisfaction
- Working as directed to ensure timely completion of PPM's and reactive work to SLA
- Oversee the Electronic Services employees scheduled for the Department with direction from the Section Manager and/or Department Manager

### **EDUCATION**

#### **UNIVERSITY OF DELAWARE**

**Bachelor's Degree in Electrical Technology**

### **SKILLS**

- Good communication and interpersonal skills, excellent problem solving skills, good computer skills, team spirit, careful, considerate, and diligent
- Knowledge of reliability methodologies and strategies such as RCM, TPM, Spare Parts Management, Planning & Scheduling and CMMS optimization
- As well as technical ability, we're looking for a detailed person who thinks outside of the box
- You will be expected to follow and understand written instructions and you will be a good communicator who is able to produce accurate written reports
- Knowledge of reliability methodologies and strategies such as RCM, TPM, Spare Parts Management, Planning & Scheduling and CMMS optimization.
- Demonstrated ability with PLC trouble shooting, interface, and basic programming skills
- Good Technical knowledge of process and equipment maintenance
- As well as technical ability, we're looking for a detailed person who thinks outside of the box
- We're not necessarily looking for a PLC programmer but for somebody who is able to interpret ladder code using manufacturers software
- Good communication skills – works across functions

# Sample Resume For Electrical Maintenance Engineer

**Rachel S Tattersall**



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