

## **RESUMES for City of Lake Worth Beach's DOE GRIP grant, Topic 2**

### **City of Lake Worth Beach Electric Utility**

| Name            | Title                                           | Pgs   |
|-----------------|-------------------------------------------------|-------|
| Edward Liberty  | Electric Utility Director                       | 2-3   |
| Brian King      | Assistant Director Electric Utilities           | 4-5   |
| Thomas McKee    | Utility Services Manager                        | 6-7   |
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| David Martyniuk | Transmission and Substation Engineering Manager | 10-11 |
| Marcel Korman   | Manager, Project Management Office              | 12-13 |
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| Ashley Sirdar   | Assistant Project Manager                       | 18-19 |
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### **Grant Management Associates**

| Name           | Title            | Pgs |
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### **Grants Works Consulting**

| Name          | Title           | Pgs   |
|---------------|-----------------|-------|
| Patrice Davis | Founder and CEO | 23-24 |

**Edward Liberty**  
**City of Lake Worth Beach**  
**Electric Utility Director**  
**(b)(6)**

**Education**

BSME, Newark College of Engineering @ New Jersey Institute of Technology, (b)(6)

**Work Experience**

**City of Lake Worth Beach, Lake Worth Beach, Florida** (2017 – Present)

**Director – Electric Utility**

Leadership of the City's Municipal Electric Utility. Responsible for all aspects of electric utility operations including wholesale power sourcing, power generation, transmission and distribution operations and maintenance as well as engineering, metering services, energy conservation, and customer service.

**Public Service Electric & Gas, Newark, New Jersey** (2012 – 2017)

**Director – Utility Operations Services**

Leader of the company's utility operations functions including Materials and Logistics Management, Transportation/Fleet, Environmental, Health, & Safety, and Training functions. An internal services organization comprised of 450 management and bargaining unit employees operating at over 30 locations. Role required daily interaction with electric and gas operations managers statewide in support of daily operations, electric and gas system maintenance, and construction efforts. Actively engaged in electric and gas system operations and contingency planning issues.

**Dome-Tech, Inc., Edison, New Jersey** (2005 – 2012)

(a Carrier/United Technologies Company). Vice President and member of the company's executive committee. Co-led the sustainability consulting company providing industrial, large commercial, healthcare, pharmaceutical, higher education, and municipal entity customers nationwide with assistance in developing energy projects, improving energy efficiency, and managing energy costs.

**NUI Corporation, Bedminster, New Jersey** (1997 - 2005)

Led the company's efforts to grow industrial customer margins, the expansion of natural gas transmission and distribution infrastructure to serve markets in NJ, FL, MD, NC, PA and NY, and the delivery of energy services to the company's customers in all service territories. Participated in the preparation for sale of the company, presented to potential buyers, and shepherded key functions through the merger process.

**Director – Asset Development** (2002 - 2005)

Responsible for development of natural gas transmission and distribution infrastructure projects in support of the corporation's territory expansion and energy hub strategy.

**Director – Key Accounts and Project Development (1997 - 2002)**

Directed the corporation's key account sales and project development teams in six states, restructured and directed the company's gas transportation functions, renegotiated and administered special contracts with neighboring gas utilities and merchant electric generators.

**Public Service Enterprise Group, Newark, New Jersey (1981 - 1997)**

Sixteen years of progressive experience and accomplishment in the utility and non-regulated electric generation and energy services business. Experienced in coal, natural gas and oil based electric generation plant operations, engineering, business planning, marketing and sales with increasing spans of control and management responsibility. Joined the company as a first line supervisor in an electric generation plant and rose to the position of Vice President/Director of a new business venture.

**Director – PSEG Energy Technologies (1995 - 1997)** Launched the Operations Services group of PSEG's non-regulated energy services business.

**Manager - New Product and Service Development, Electric Business Unit (1994 - 1995)**

Managed the company's efforts to develop and implement a proprietary automated metering system for natural gas and electric customers.

**Business Development Manager, Customer Operations Business Unit (1993 - 1994)**

Led cross functional teams corporate teams to structure and negotiate off-tariff rate agreements for large customers and cogeneration projects at customer sites.

**Manager - Gas Turbine Services, Electric Production Department (1990 - 1993)**

Managed the operation and maintenance of 2,800 Megawatts of gas turbine peaking assets, including repowering strategies and project development.

**Board Memberships**

Director/Board Member; Florida Municipal Power Agency

Director/Board Member; Florida Gas Utility

Secretary-Treasurer; Florida Municipal Energy Association

Former Director & Board Member; Florida Natural Gas Association (2001 to 2005)

**Brian King, Assistant Director Electric Utilities**

(b)(6)

**Assistant Director of Electric Utilities**

**EDUCATION**

University of Phoenix, Philadelphia, PA (b)(6)

Bachelor of Science – Business Management

(b)(6)

**TRAINING**

- Valid NJ Red Seal Engineers License
- ASME QRO Provisional License
- Member – Orlando Utilities Commission – Operations Committee
- Member - FL Electric Power Coordinating Group - Environmental Committee
- ISO 14001 certification
- Mitsubishi Heavy Steam Turbine System Operations School
- Completed OSHA Safety Training (24 & 40 Hours courses)
- Completed VonRoll 40 Hour Combustion School
- Effective Leadership Certification
- Leadership Management Certified
- Leadership for Leads (Parts 1 & 2)
- Leadership 2000 – Conflict Management
- Six Sigma Certified
- CPE (Certified Power Executive)

**PROFESSIONAL EXPERIENCE (*most current position first*)**

**City of Lake Worth Beach Electric Utility**

**Lake Worth Beach Florida**

**Nov 2016 - Current**

**Assistant Director of Electric Utilities**

- Management and coordination for 136MW diversified generation asset portfolio
- Renegotiated Power Purchase and Supplemental Capacity agreement resulting in a savings of over \$9MM annually.
- Management of seasonal gas capacity contracts including sale of excess capacity realizing new revenue stream.
- Modernized / re-negotiated pole attachment contracts increasing project revenue by 51%
- Implemented operator training using existing vendor contracts resulting in savings of over \$10K.

- Implemented NERC coordination contract re-negotiation resulting in over \$200K in savings
- Implemented monthly equipment readiness testing on generating assets resulting in increased reliability.
- Planning and coordinating for turbine/equipment outages and overhauls

## **Veolia Energy North America**

### **Philadelphia, Pennsylvania**

#### **Manager – Plant Operations 4/2012 -11/2016**

- Management and Coordination of the Philadelphia Steam/Power Portfolio
- Managed an annual operations budget of \$25MM
- Spearheaded \$2MM Degasification installation and commissioning project realizing a saving of \$275K annually
- Captured cost savings in excess of \$70K annually by consolidating chemical control programs
- Commissioning Manager for successful start-up/commissioning of \$60MM RSB Project
- Coordinated with the City of Philadelphia Mayors office, the Office of Emergency Management as well as the United States Secret Service for the Papal visit of 2015
- Implemented RCM (Reliability Centered Maintenance) program resulting in reduced corrective maintenance; increased reliability and reduced costs.
- Communicated and functioned with Philadelphia Office of Emergency Management during emergency events.
- Responsible for daily reliability of 2 million PPH; 41 mile underground steam distribution system
- Responsible for daily nominating and purchasing of gas and setting electric bid pricing
- Responsible for implementing and overseeing all NERC procedures and protocols
- Planned and coordinated turbine/equipment outages
- Compiled and prepared monthly electric and steam totals for billing
- Accountable for the generating plant long-range planning and capital projects

## **Morris Energy Operations**

### **Bayonne, New Jersey**

#### **General Manager ▪ August 2010 – April 2012**

- Overall management and coordination of 190MW combined cycle generating station
- Managed an annual operating budget in excess of \$100MM
- Acted as the plant's Public Relations Representative on any matters involving the local community

## **Wood Group**

### **Pedricktown, New Jersey**

#### **Manager – Operations and Maintenance ▪ December 2007 – August 2010**

Operations and Maintenance coordination of 120MW combined cycle generating station

- Managed an annual O&M budget in excess of \$50MM

**Thomas McKee**  
**City of Lake Worth Beach**  
**Utility Services Manager**

(b)(6)

The Utility Services Manager has served with the City since March 2020. In this role he oversees all Electric Transmission and Distribution, Water Distribution and Power Plant Materials Management functions, as well as the Energy Conservation and Electric and Water Meter Departments.

Prior to joining the City, he was employed by American Electric Power (“AEP”) of Columbus, Ohio in various roles across Transmission, Distribution and Generation. Experience included assignments within Nuclear Generation, Hydroelectric Generation, Solar Generation, Transmission and Distribution, Supply Chain Operations and Revenue Protection. He also has non-utility, customer service experience as the Owner of an aerial photography and inspection business as well as a licensed Real Estate Agent.

## **Education**

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A combination of 120+ credit hours of postsecondary education across three different majors, including Professional Aviation Flight Technology, Criminal Justice and HVAC-R.

## **Employment**

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### **City of Lake Worth Beach**

**March 2020 - Present**

#### **Various Roles**

Began with managing a single employee within the Materials Management function, and have progressively evolved to lead over fifteen employees across four fairly unrelated departments. These direct-reports are covered by two separate bargaining units, the International Brotherhood of Electrical Workers (IBEW) and Public Employees Union (PEU).

During his time in these roles he introduced materials management best-practices, improved inventory accuracy from 48% to 93%, built out four remote material laydown sites, worked with Engineering Departments to standardize material lists, negotiate and put multi-year purchasing agreements in place to ensure continuity of services and increase energy conservation audit production by 164% year-over-year.

### **American Electric Power**

**April 2010 – March 2020**

#### **Various Roles**

Joined the company as a front-line employee reading meters and progressed through the organization to ultimately manage a nearly 20-employee team, within the highly regulated Nuclear Energy industry. Additionally, was selected to serve on the Chief Executive Officer's personal feedback team and represent an entire Operating Company (Indiana Michigan Power) in the process.

Performed roles such as Storekeeper, Power Plant Mechanic, Materials Management Supervisor and Engineering Technologist. A few notable achievements include successfully establishing a peer-to-peer knowledge transfer program, receiving positive Gallup survey results year-over-year from direct-reports, achieving the performance evaluation rating of "Role Model" from senior and executive leadership and representing the Northern Hydroelectric & Solar Division on the AEP Safety and Health Action Committee.

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**Michael Jenkins**  
**City of Lake Worth Beach**  
**Energy Delivery Manager**

(b)(6)

The Energy Delivery Manager has served with the City since November 2015. In this role he oversees the \$80M in bond funding and leads all aspects of electric delivery operations and including resource planning, power restoration operations, transmission and distribution operations, materials management, and management of the City's electrical line workers daily operations.

### **Education**

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Bachelor of Science degree in Criminal Justice from Florida A&M University, Tallahassee, Florida.

### **Social Action**

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The Energy Delivery Manager is committed to activities that will uplift his community including

- Lifetime Membership in the National Association for the Advancement of Color People (NAACP)
- National mentoring program to assist "Men of Color" to achieve their full potential
- Voter Registration, Education and Mobilization to uplift communities through the Power of Vote
- Scholarship Program to promote academic excellence among the undergraduate members and provide financial assistance to student members and non-members.
- International Talent Hunt Foundation to support and enhance projects, programs and activities for talented and motivated youth of our communities to provide an appropriate competitive forum for the display of their talents in the performing and visual arts
- College Endowment Fund
- Health Initiatives including the Charles Drew Blood Drive
- To support men and women entering Science, Technology, Engineering and Math (STEM) jobs, the Energy Delivery Manager also serves as an instructor for electrical line workers.



## **Employment**

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### **City of Lake Worth Beach**

**Nov 2015 - Present**

#### **Energy Delivery Manager**

Oversees \$80

million in Bond Funding and Capital project budget dedicated to transform the aging electric grid that serves that City. The Energy Delivery Manager experience includes leadership roles at a local large investor owned utility and multiple rotational leadership roles for the electric utility contractors.

His experience is diverse and includes roles in overhead line construction and maintenance, underground construction and maintenance. He has substantial experience with numerous weather events that negatively impact the utility including hurricanes, tropical storms, and the high winds caused by climate change. He never forgets that the employees, contractors and Mutual Aid Workers that safety is paramount.

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### **Enterprise Electrical Inc.**

**Miami Florida**

**2010-2015**

#### **Crew Supervisor**

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The duties and responsibilities of an electrical supervisor include the following;

Prioritized safety in all aspects of work crews and personnel

Design and execute work schedules for the electrical team.

Provide inspiration and aid as required.

Inspect and analyze the work done by the electrical team.

Read and interpret design schematics to guarantee the appropriate installation of electrical systems.

Oversee the troubleshooting of significant system failures and equipment faults.

Oversee the acquisition and maintenance of the electrical equipment on-site.

Ensure the task is performed on time and to Standard

Assign job assignments and labor as per electrical project timetables.

Schedule, allocate, plan and manage shop crew performance on various projects.

Plan and develop work and equipment utilization schedules.

Hire, train, and review the performances of new staff.

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DAVID MARTYNIUK

(b)(6)

## **EDUCATION**

### **FLORIDA ATLANTIC UNIVERSITY (FAU) – BOCA RATON, FL**

- Bachelors in Electrical Engineering (BSEE)
- Additional courses in RF, photovoltaic power systems, and control systems

### **PALM BEACH STATE COLLEGE (PBSC) – PALM BEACH GARDENS, FL**

Associate of Arts Degree (AA)

## **TRAINING**

### **WORCESTER POLYTECHNIC INSTITUTE – ONLINE**

- Courses in Protection and Control.

## **PROFESSIONAL EXPERIENCE *(most current position first)***

### **TRANSMISSION AND SUBSTATION ENGINEERING MANAGER CITY OF LAKE WORTH BEACH**

10/2020 – Current

- 5 year budget planning, payroll, and project scheduling.
- Construction and project management and oversight including the physical construction and engineering design phases.
- Three new 27kV substations to date from design, review, procurement, and build (two in progress).
- Design and specifications for new equipment including control buildings and metal-clad switchgear.
- Coordination study and implementation.
- Smart grid enhancements and design including recloser deployment for line segmentation.
- Compliance tasks and implementation of NERC, SERC, and FERC standards as required.
- Continued work as listed in the substation engineer title below.

### **SUBSTATION ENGINEER – CITY OF LAKE WORTH BEACH (FL)**

09/2019 – 10/2020

- Protection and Control using SEL products, time/current curve analysis, logic diagrams, and testing with Omicron test suite.
- Maintaining and testing of substation equipment including breakers, transformers, cable, batteries, and relays.
- Equipment specifications and bids.
- SCADA implementation and maintenance using VT SCADA.

#### **PROJECT ENGINEER – KEYS ENERGY SERVICES (KEY WEST, FL)**

09/2014 – 05/2019

- Full project management from planning budget to close out of capital and OEM projects related to transmission, distribution, and substations.
- Engaged daily in event analysis, power quality issues, Milsoft engineering tools for system information, SCADA/RTU data collection including DNP mapping, and general troubleshooting and system improvements.
- Managed and implemented engineering access system utilizing fiber network ring with SEL devices and RTACs which utilize SEL TEAM and various SEL software suites to collect, record, and make data accessible for Engineers and controllers.
- Other projects include substation switchgear upgrades, differential transmission relay improvements, 138kV transmission insulator change, SPS integration, 69kV transmission line segment redesign, radio field network for data backhaul, and substation and system grounding improvements.
- Familiar with different ANSI/IEEE/NESC/NERC requirements.

#### **SYSTEMS ENGINEER 1 – RAYTHEON MISSILE SYSTEMS (TUCSON, AZ)**

06/2012 - 09/2014

- Electrical Engineer for test equipment design, redesign, and troubleshooting. Designs included PCBs, cables, and full system integration.

**Marcel Korman**  
**City of Lake Worth Beach, Florida**  
**Manager, Project Management Office**  
**(b)(6)**

Highly skilled, proactive and proven Facilities, Construction and Design Management Professional with extensive and diverse industry experience in smart-city networks, MEP infrastructure, retail, commercial, hospitality and multi-family construction projects. Unique ability to quickly identify and interpret design plan obstacles and oversights that interfere with full systems integrations. Focused on integrating transformative engineering strategy with facility management in achieving high quality, cost effective projects that drive sustainability initiatives, improving the human experience.

**EDUCATION**

**McGill University, Bachelor of Science, Business Administration, (b)(6), Montreal, Canada**

**CERTIFICATIONS**

**Certified Energy Manager (CEM), Association of Energy Engineers, 2019, Orlando, FL**

**LEED® AP, University of Florida, Treeo Center, 2009, Ft. Lauderdale, FL**

**Fl. State Certified General Contractor, 2022 CGC, Allstate Construction College, 1982, Miami, FL**

**Clean Energy Green Corridor & PACE Certified Contractor, 2011, Ygrene Energy Fund, Miami, FL**

**IBM Data Processing Basic Systems Training, York University, 1974, Toronto, Canada**

**PROFESSIONAL AFFILIATIONS**

**Association of Energy Engineers (AEE)**

**US Green Building Council (USGBC)**

**Construction Industry Licensing Board (CILB), State of Florida**

**Energy Star (Partnership between the US EPA and the US Department of Energy DOE)**

**EMPLOYMENT**

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**City of Lake Worth Beach, Lake Worth Beach, Florida**

**Manager, Project Management Office - Feb 2023 – Present**

- Demonstrated knowledge of the principles, practices, equipment, materials and operating and maintenance procedures for an electric utility, particular with T&D systems
- Responsible for electric utility operations, system design principles, and reliability improvement strategies
- Management of the electric utilities pole attachment and joint use agreements
- Perform asset management, life cycle cost analysis, developing cost estimates and budgets, and project funding requests
- Communicates effectively with members of the general public, elected officials, and other government agencies, including effective public presentation/speaking skills
- Coordination of planning and field activities with other utility providers such as water, sewer, and telecommunications, building/facilities services and public safety

**Hotwire Communications, LLC., | Fiber Optic Networks, Fort Lauderdale, Florida**

**Construction Project Manager - March 2022 - 2023**

- Leveraged infrastructure configuration experience with power and fiber companies to optimize scheduling and meter sets for communications facilitating network deployments

- Reduced 548 home fiber network deployment by 6 weeks with existing utility partner fiber routes
- Fostered enterprise-wide thinking to drive execution of corporate programs and initiatives to address challenges stimulating team intuition for non-destructive solutions to project completions

**Converged Services, Inc., | Technology Advisors, Fort Lauderdale, Florida**

**Vice President - April 2017 – March 2022**

- Strategic perspective using data driven project controls and scheduling to accomplish contractual milestones for project implementations. Intellectual property contributions to AT&T, Comcast, Summit Broadband, Verizon, Hotwire Communications, Charter projects
- Reduced 10 year water cost \$852K for apartment campus with Smart network strategies
- Reduced electricity cost with HVAC commissioning using IoT analytics.
- Shepherded mixed-use community fiber network design for 11,000 homes planning

**Swire Properties, Inc., Miami, Florida**

**Operations Director – Feb 2015 – Oct 2016**

- LEED certified Brickell City Centre mixed use development with Retail, East Hotel, 2 hi-rise condos and 2 office towers totaling 5.4 million sq. ft., development budget - \$1.2 billion
- Integrated MEP automation and hosted facilities control platforms with security control networks.
- Introduced drone assisted thermal imaging for building envelopes commissioning to identify/map building air and water leaks producing 15% savings in HVAC efficiency and humidity control.
- Championed additional chiller \$452,000 installation justified with reduced energy costs, sized for effective occupancy load transitions with 3½ years accelerated cost recovery payback.
- Identified design inconsistencies and delivered pre-construction recommendations for systems capacities and integrations, space planning, traffic flows and infrastructure for Phase II.
- Commissioned 4 - 1000 ton to 1700 ton chiller plants and 6 - 1 to 2 MW emergency generators.

**CVE Master Management Company, Inc., Deerfield Beach, Florida**

**Executive Director – Aug 2013 – Jan 2015**

- Resource leadership of project teams for cutting edge initiatives for 8508 condominium units in 256 buildings with \$13 million annual facilities budget
- Optimized \$8.2 million capital project management best practices for schedules and change orders of cutting edge irrigation project, saving \$305,000 annual maintenance costs
- Accomplished \$47,000 annual energy savings by delivering energy friendly automated schedules maximizing available electric utility rate structures for large pumping stations.
- Successfully delivered 13 month capital investment ROI for an LED lamp project, managing the RFP, bid analysis, board approval process and procurement to retrofit 348 street light pole fixtures.

## Jean St Simon

(b)(6)

### Education

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- Bachelor's degree in Electrical Engineering (BSEE), Florida International University (FIU), (b)(6), Miami FL 33199
- A.A., Pre-Engineering, Miami Dade Community College (MDCC), (b)(6), Miami FL 33167
- Introduction to Electrical Energy Storage Devices and Systems University of Wisconsin (b)(6)

### Certifications and Software

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- Design of Transmission Lines, Structures, and Foundations, Wisconsin University, 2009
- Design of Overhead and Underground Distribution Lines, Wisconsin University, 2008
- Introduction to Electrical Energy Storage Devices and Systems, Wisconsin University, 2022

### Professional Experience:

#### Transmission/Distribution Engineer

July 2006-Present

City of Lake Worth Beach

Lake Worth Beach FL

- Oversee \$200 million in projects during my tenure at the City
- Responsible to lead project team in successful execution of the projects, acting as primary project advocate and communication point
- Establish and monitor internal and external working linkage between Client, Project Team, company disciplines and departments
- Responsible for scheduling, reporting, and team coordination and ensure project is completed timely
- Design and prepare independent project of overhead , underground facilities associated with electric distribution systems
- Prepare design sketch, field notes, new and conversion of service for commercial and residential
- Assisted in the performance load studies on primary and secondary conductor loading/sagging, pole loading, guying, transformer sizing, load studies, voltage studies to determine necessary corrective action
- Lead distribution engineer to construct a 2MW solar plant
- Lead transmission engineer to reinsulate the 138kV lines throughout the City
- Provide technical expertise to replace the 138kV gang switches and design the 138kV underground transmission line
- PLS CAD
- MicroStation
- Visio
- Poleforeman
- Bluebeam

The City of Lake Worth Beach electric utility is undertaking multi-year system hardening and reliability improvement projects of its electric Transmission & Distribution system that will involve upwards of \$100 million in capital investments covering multiple projects aimed at significantly improving system reliability and resiliency. These and other projects to be undertaken by the electric utility are intended to significantly transform the performance of the electric utility system and will require the recruitment of experienced professional staff in the areas of project control, cost, and scheduling.

- Participates in onsite Distribution Design of Overhead and Underground Electric Distribution projects, project deliverables and activities
- Perform quality control check of the electrical of various project.
- Develops project objectives and plans conferring with management
- Attending meetings with management/and with contractors
- Prepare design sketches, cost estimates, bill of materials and any other required documents and reports for constructions and maintenance projects.
- Contributes to team effort by accomplishing related results as needed
- Work collaboratively with other members of the City of Lake Worth Beach staff, technology providers and contractors
- Strong analytical and critical thinking, with the ability to identify opportunities that can improve efficiency
- Prepare specifications for new equipment
- Working knowledge of the planning, design construction or operation of utility scale electric distribution systems
- Working knowledge of preventative and predictive maintenance best practices
- Use ArcGIS desktop to prepare preliminary and details drawings
- Coordinates and interfaces with other departments, construction, Transmission & Distribution (T&D), department planners, vendors, and contractors
- Learns, interprets, adheres to and enforce company policies, i.e., Safety, Line Extension and the National Electric Safety Code
- Process improvement skills and/or certifications
- Technical understanding of Electric Utility Transmission and Distribution Systems
- Provides technical assistance to the Distribution Department as required
- AutoCAD design, ability to gather and analyze data to create - modify One- Line CAD

Miglena Tutova Hooks

(b)(6)

## EDUCATION

Palm Beach State College, Lake Worth, FL

BAS degree, Information Management, Cyber Security & Network Assurance

(b)(6)

AS degree, Network Administration

(b)(6)

AS degree, Internet Services Technology

(b)(6)

## EMPLOYMENT

City of Lake Worth Beach Electric Utilities 7/2022- Present

- Network Engineer 7/2022- Present

City of Delray Beach 4/2017 – 7/2022

- College Intern 4/2017-8/2017
- Technical Support Specialist 8/2017-3/2018
- Application Support Specialist 3/2018-4/2019
- Infrastructure Engineer 4/2019 – 7/2022

Café Med, Deerfield Beach, FL, 3/2013 – 6/2017 – Assistant Manager

Embassy Suits, Deerfield Beach, FL, 1/2014 – 5/2016 – Waitress/Bartender

Boca Raton Bridge Hotel, Boca Raton, FL 12/2011 – 4/2013 – Assistant Manager

## CERTIFICATES

Cisco, CCNA

3/2022

CC certification, Cisco Certified Entry Network Technician

9/2016

CC certification, Information Security

12/2017



CC certification, Web Development Specialist

5/2015

CC certification, Information Technology Administration

5/2015

## **TECHNICAL SKILLS**

Very sufficient in Cisco Firepower FTDs and FMC, ASAs Firewalls as well as FortiGate and PfSense. Cisco Catalyst series and Nexus 9000k switches. Dell 4810s, 3048s, Aruba L2 and L3 switches and SEL devices. CradlePoint and Ubiquity APs as well as Mirakis. vSphere and vCenter virtualization. DNS, DHCP and domain controllers as well as AD. VoIP system maintenance, NTP configuration, ACLs and NATs. APC UPS maintenance. Solarwinds monitoring system upgrades and maintenance. Camera inhalation and NVR configuration. Vareietly of RF radios configuration.

## **RELEVANT WORK EXPERIENCE**

- Highly involved in ASA to Firepower main Firewalls changeout
- Configuring, updating and maintaining of FortiGate Firewalls
- PfSense configuration and implementation
- Highly involved in changing core L3 switches
- Access layer switches change out
- AnyConnect set up with and without SAML authentication
- EOC (emergency Operation Center) design and set up
- Implementing OSPF
- Implementing IPsec
- Various AP configurations (Cisco, Miraki, Ubiquity and other)
- RF Radio configurations and deployment (Mimosa, Siemens, Key Weat, Aprisa and other)
- Adding DNS entries and configuring DHCP scopes
- VM Ware server upgrades
- Exchange hybrid upgrades
- O365 management
- Azure AD management
- AD and desktop management
- Writing technical documents and diagrams

(b)(6)

## EDUCATION

(b)(6)

B.A.S

SUPERVISION AND MANAGEMENT – PROJECT MANAGEMENT, PALM BEACH STATE COLLEGE,  
Lake Worth Beach Florida

(b)(6)

ASSOCIATE IN ARTS, PALM BEACH STATE COLLEGE  
LAKE WORTH BEACH FLORIDA

## TRAINING

DECEMBER 2021

ENTREPRENEURSHIP CERTIFICATE, PALM BEACH STATE COLLEGE,  
Lake Worth Beach Florida

AUGUST 2020

BUSINESS SPECIALIST CERTIFICATE, PALM BEACH STATE COLLEGE.  
LAKE WORTH BEACH FLORIDA

## PROFESSIONAL EXPERIENCE *(most current position first)*

**12/2021 – (CURRENT)**

**ASSISTANT PROJECT MANAGER FOR THE CITY OF LAKE WORTH BEACH**

- Leading budgeting initiatives for the 2020 and 2022 Bonds, providing project activity and cost tracking reporting of SHRIP projects
- Demonstrated knowledge of the principles, practices, equipment, materials and operating and maintenance procedures for an electric utility, particular with T&D systems.
- Demonstrated skills in coordination of activities with other departments and external agents such as DOT, County government, and other utilities.
- Ability to prepare and submit technical reports, permit applications, and project records.

- Time management, negotiations, problem solving, closing out work orders, vendor management and relationships
- Track all work orders – know what work orders are aging and why, customer portal notes are up to date and accurate, vendor quotes are submitted in a timely manner
- Handle escalation emails and update work orders to avoid escalation emails

#### **6/2021 – 12/2021 (6 MONTHS)**

##### **INTERN FOR THE CITY OF LAKE WORTH BEACH ELECTRIC UTILITY**

- Drawing out the existing network diagram and documenting the changes needed
- Operating Systems and software programs – Microsoft Windows 10, Server 2016/2019 and MS Office and Project
- Taking part in high level meetings and learned network security and in SCADA security

#### **6/2012 - 2021 (9 YEARS, 10 MONTHS)**

##### **SHOP ASSISTANT, SIRDAR TRUCKING, INC**

- Analyzed and created all company data and record notes.
- Make company invoices and send dispatch out.
- Use hand and power tools and specialized machinery to repair dump trucks.

#### **6/2016-4/2020 (3 years, 10 months)**

##### **CASHIER / CUSTOMER SERVICE, Red Barn feed supply**

- Informed supervisors when stock is getting low to assist with re-ordering store items.
- Assist with inventory management.
- Trained new employees when hired.
- Provide exceptional customer service daily to 100 guests, ensuring that customer needs are met.

**Paul Nicholas**  
**City of Lake Worth Beach**  
**Project Manager**  
**(b)(6)**

Accomplished mechanical engineering professional with extensive experience providing the leadership and direction needed to drive the achievement of key organizational engineering-related goals and objectives. Skilled at combining both engineering and project management best practices to see large-scale, highly visible project through from inception through to successful completion. Able to build and maintain strong relationships with engineering business partners and project stakeholders, used to draw alignment with key project initiatives. Recognized for the ability to deliver impactful results while leading in fast-paced, dynamic engineering environments.

### **Education and Certifications**

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**Bachelor of Science, Mechanical Engineering** – Florida Atlantic University, Boca Raton, FL

Engineering – EIT

Certified General

SCADA Systems, AutoCAD, Bentley Micro Station, WaterCAD, Microsoft Office Suite, Microsoft Project

### **Employment**

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**City of Lake Worth Beach**

**March 2013 - Present**

**Various Roles**

***City of Lake Worth Beach Electric Utility, Lake Worth, FL***

- Lead in the oversight of the design of the electric overhead and underground transmission and distribution system. Oversee the development of the electric system relay and protection schemes.
- Work in collaboration with developers to ensure standards, cost and schedule compliance of projects.
- Ensure the safety and reliability of the power system by developing and applying policies and procedures which comply with and supplement NERC/FRCC reliability standards.
- Meet financial objectives by properly preparing an annual budget, forecasting expenditures, analyzing variances and initiating corrective actions.

- Capital Improvement Budgeting
- Program Management
- Piping System Design
- Construction Management
- Potable Water & Sanitary Design
- Project Management Practices
- Project Budget Management
- Risk Mitigation & Management
- Project Compliance
- Electrical Utility Management
- Strategy & Execution
- Project Requirements
- Stakeholder Communication
- Electrical Safety
- Electrical Distribution



## Susan Strachan

### Grant Management Senior Associate

(b)(6)

Susan Strachan is an experienced grant manager, having developed, funded and implemented over \$20M in grant awards at California State University Geographical Information Center. She was Project Manager and primary contact for the US Bureau of Reclamation for a \$17M award for salmon habitat restoration that involved construction and multiple subawards. She has also managed FEMA pass through funds through the California Office of Emergency Services, a Department of Justice award and US Fish and Wildlife awards. She developed scopes and budgets for subaward and provided reporting templates.

#### AREAS OF EXPERTISE



- Grant Management
- Program Design
- Capital Projects
- Habitat Restoration
- Water, Wastewater and Stormwater
- Environmental Compliance
- Broadband

#### YEARS OF EXPERIENCE



25+

#### PROFESSIONAL HISTORY



**Senior Associate**, Grant Management Associates  
**Project Manager**, CSU Chico GIC

**Program Manager**, Sacramento River Conservation Area Forum.  
**Co-Project Director**, CSU Chico College of Engineer, OEP  
**Senior Environmental Planner**, Kennedy/Jenks Consultants  
**Coastal Planner**, California Coastal Commission

#### EDUCATION



**College:** B.A., Economics, University of Virginia.

**College:** M.A., Environmental Planning and Resource Management, San Francisco State University.

#### Experience

##### **Senior Associate, Grant Management Associates (2009-2013 and 2020–Present)**

Began as GMA's first associate in 2009 and returned in 2020. She has led successful pursuits for sustainable transportation and affordable housing (\$20M), renewable energy and education (\$550K), and electric bus and infrastructure (\$8.6M).

##### **Project Manager, CSU Chico Geographical Information Center (2015–2021)**

Secured \$27M for restoration of salmon habitat on the Sacramento River and implemented nine restoration projects in five years. Led collaborative of a university, state agency, two non-profits and a tribe.

Developed, funded and managed projects for construction, planning and research. Prepared progress reports and interfaced with Office of Sponsored Programs on fiscal compliance.

##### **Program Manager, Sacramento River Conservation Area Forum (2013-2015)**

Developed and funded partnership effort to address ecosystem health, agricultural compatibility, and public safety on the Sacramento River (\$1.4M).

Implemented \$3M in grant-funded projects, including a multi-campus research effort on the Sacramento River, habitat restoration, environmental review for restoration projects. Represented College on President's Research Park Task Force.

##### **Senior Environmental Planner, Kennedy/ Jenks Consultants (2001-2003)**

Developed stormwater management plans including Low Impact Development strategies, developed grant proposals for water and wastewater infrastructure and managed \$11M in federal and state grants.

##### **Coastal Planner, CA Coastal Commission (1990-1996)**

Staffed new stormwater program, writing grant that funded the Model Urban Runoff Program. Staffed senior management task force on runoff.

#### Grant Success (partial listing)

| AWARD        | PROJECT                |
|--------------|------------------------|
| \$16,900,000 | Salmon Restoration     |
| \$10,000,000 | Salmon Restoration     |
| \$500,000    | Salmon Restoration     |
| \$20,000,000 | Housing/Transportation |
| \$1,400,000  | River Planning         |
| \$4,400,000  | Forest Health          |
| \$550,000    | Renewable Energy       |

**SUMMARY**

Results-driven chief executive with experience managing government funded projects, government grants, budgetary development and analysis skills, organizational policy development and implementation experience, and cross-departmental project leadership. A people-centered team manager with top-notch writing skills. Experience includes devising proposals, evaluations, and grant performance measurement reports, preparing grant applications, database management, and analyzing financial reports.

**EDUCATION**

**M.S., Environmental Policy and Management**, University of Denver, Denver, CO

**Published Capstone:** Development of a Household Pharmaceutical Waste Collection Program for Atlanta, Georgia: An Analysis of Risk Factors and Public Awareness with a Comprehensive Collection Plan

**B.S., Mass Communications**, Morgan State University, Baltimore, MD

**PROFESSIONAL EXPERIENCE**

GRANTS WORKS, ATLANTA, GA

**FOUNDER AND CEO**

JANUARY 2020 – PRESENT

- Serve as an award compliance consultant during in-person and virtual site visits of federally-funded projects.
- Provide a range of federal grant acquisition and management services to nonprofits, colleges and universities, local governments, and businesses.
- Develop customized written recommendations that address clients' grant-specific challenges.
- Prepare grant compliance assessment reports that outline compliance gaps and a detailed implementation plan.
- Manage a staff of grant consultants, a program manager, and administrative support.
- Develop and host online and in-person training on federal grants management and compliance for clients and conference audiences.

BOYS AND GIRLS CLUBS OF AMERICA, ATLANTA, GA

**SENIOR DIRECTOR, FEDERAL GRANTS PROGRAMS & PERFORMANCE**

JUNE 2017 – JANUARY 2020

- Led budgetary and compliance oversight of over \$52 million in federal awards.
- Ensured cross-functional adherence to Uniform Guidance (2 CFR 200), multiple federal agencies' regulations, and BGCA's policies and procedures.
- Served as primary contact on all federal grant-related matters during the annual Single Audit.
- In coordination with other BGCA staff, implemented monitoring procedures of 1,400+ Club sub-grantees.
- Reviewed all non-subaward expenses charged to federal grants for allowability and proper documentation.
- Reviewed requests for proposals, bid processes, contracts, payment requests, and related documentation to ensure compliance with applicable federal regulations and BGCA guidelines.

**DIRECTOR, FEDERAL GRANTS PROJECTS & PERFORMANCE**

MARCH 2017 - JUNE 2017

- Managed all reporting, budgets, regulatory adherence, and funding agency relationships for five federal grants.
- Worked collaboratively with internal principal investigators and other subject matter experts.
- Partnered with financial services staff to ensure only eligible and approved expenses were charged.

- Consulted with College of Computing faculty on the programmatic, reporting and financial requirements of research grants awarded by the National Science Foundation, National Institutes of Health, U.S. Army, private foundations, and corporations.

**PUBLIC HEALTH ANALYST – NATIONAL CENTER FOR INJURY PREVENTION AND CONTROL (NCIPC)**

- Consulted with science officers on budgets, performance, and adherence to objectives of projects funded by NCIPC, National Center for Environmental Health, and Agency for Toxic Substances and Disease Registry.
- Analyzed continuation applications to monitor regulatory and program compliance of public health projects that explored research priorities including prescription drug overdose, sexual and other violence, motor vehicle injuries, and older adult falls.
- Reviewed supporting documents submitted by awardees to ensure compliance with federal regulations that mandate human subjects and confidentiality protections.

**GRANTS COMPLIANCE OFFICER (*life-of-project position*)**

- Served as the advisor to Health Programs staff on the regulatory requirements of global health projects funded by U.S. Agency for International Development (USAID) designed to combat neglected tropical diseases (NTDs) in Uganda and Nigeria.
- Collaborated with Program, Finance, Program Support, Public Information, and overseas staff to meet financial and programmatic reporting requirements of subagreements totaling \$14 million.
- Maintained relationships with funders and other stakeholders and regularly communicated about altered timeframes, budgets, performance measures, grant spending trends, and work plan.

**GRANTS AND COMPLIANCE MANAGER**

**GRANTS MANAGER**

- Developed and maintained relationships with representatives from U.S. Department of Housing and Urban Development, Georgia Department of Community Affairs, City of Atlanta, and DeKalb and Fulton counties to stay abreast of housing and community development funding priorities.
- Drafted policy evaluations of the Housing Opportunities for Persons with AIDS Program, Ryan White CARE Act, Homeless Emergency Assistance and Rapid Transition to Housing Act, and Community Development Block Grant Program and presented summaries to senior management, staff, and board of directors.
- Conducted feasibility analysis of each Notice of Funding Announcement.
- Reconciled budgets, identified potential modifications, and prepared monthly reimbursement requests.
- Devised budgets for four housing programs funded by nine federal, state, and local grants.
- Researched and prepared all government grant applications in collaboration with program and finance teams.
- Monitored all grant expenses and program procedures to ensure compliance.
- Completed monthly, quarterly, and annual performance measurement reports for all government grant