

Mila Aguirre

Water Treatment Operations Coordinator

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📍 Madison, WI 53704

STRENGTHS

- 📋 **Operational coordination**
Daily priorities became easier to act on after plant status, staffing needs, and open items were organized clearly.
- ♥️ **Documentation discipline**
When records lacked context, careful review and follow up gave incoming personnel a clearer operating picture.
- 🕒 **Issue follow through**
Open concerns stayed visible from discovery through resolution, a habit that helped later shifts avoid lost context.
- 🗣️ **Cross functional communication**
Operators, maintenance staff, and laboratory personnel received timely updates when changing conditions affected planned work.
- ⚡ **Calm priority management**
Changing treatment needs were easier to absorb after revised plans were communicated and decisions recorded promptly.

SKILLS

Water treatment operations

Daily operations coordination

Treatment workflow support

Operating records Shift handoffs

Process observations

Operational documentation

Scheduling Action tracking

Issue escalation

Cross functional communication

Plant operations Safety practices

Record accuracy

Priority management

SUMMARY

Water treatment operations professional with six years supporting municipal and regional treatment facilities, progressing from plant operations into daily operational coordination. Coordinates treatment priorities, shift handoffs, schedules, operating records, process observations, and **follow up items** across plant personnel. Maintains **accurate documentation**, reviews **operational details**, routes issues appropriately, and keeps changing needs visible through completion. Works closely with operators, maintenance personnel, laboratory staff, and supervisors to support safe, dependable, orderly treatment activities. Practical plant experience supports **clear communication**, sound judgment, and steady follow through during routine operations and changing conditions. Ready to contribute organized coordination, dependable records, and useful operational updates that help treatment teams maintain reliable workflows and continuous service.

EXPERIENCE

Water Treatment Operations Coordinator

Lakeview Municipal Water Services 📅 June 2024 - Present 📍 Madison, Wisconsin

Coordinate daily treatment operations across shifts, organizing plant priorities, staffing considerations, operating records, action logs, follow up items, and communication among operators, **maintenance personnel**, laboratory staff, and supervisors. Support reliable plant workflows by reviewing details, tracking unresolved conditions, routing questions, and preserving clear context through each handoff.

- Consolidated plant status, staffing considerations, and unresolved items into clear daily shift handoff information.
- Maintained operating schedules, **action logs**, and **treatment records** through completion of follow up activities.
- Reviewed shift documentation for missing details, then routed questions before records reached final review.
- Coordinated operations, maintenance, and laboratory personnel around **equipment availability** and **sampling activities**.
- Tracked operational issues from identification through resolution, documenting ownership and current status for succeeding shifts.
- Updated priorities during changing treatment needs, preserving accurate **records** of revised operating decisions.

Water Treatment Operator

Prairie Water District 📅 January 2022 - May 2024 📍 Sun Prairie, Wisconsin

Operated and monitored treatment processes during assigned shifts while maintaining reliable records, completing sampling coordination, preparing detailed handoffs, and escalating abnormal readings or equipment behavior. Built practical knowledge of **treatment workflows** and increasingly owned shift organization, **communication**, and follow through across plant personnel.

- Monitored treatment processes during assigned shifts, using plant observations to support stable daily operations.
- Recorded process readings, equipment status, sampling information, and shift events in operating logs.
- Identified abnormal readings during routine rounds, documenting observations for maintenance or supervisory review.
- Coordinated sampling and routine operating tasks with laboratory personnel without disrupting treatment continuity.
- Prepared **shift handoffs** covering completed work, outstanding concerns, and planned activities for incoming personnel.
- Assumed greater responsibility for shift **organization**, documentation accuracy, and operational follow through.

LANGUAGES

English	Native
Spanish	Proficient

MY CAREER



- Water Treatment Operations Coordinator at Lakeview Municipal Water Services (2.2 Years)
- Water Treatment Operator at Prairie Water District (2.3 Years)
- Water Treatment Operations Technician at Rock River Treatment Services (1.2 Years)
- Water Treatment Operations Assistant at Riverbend Environmental Operations (11 Months)

Water Treatment Operations Technician

Rock River Treatment Services 📅 September 2020 - December 2021 📍 Janesville, Wisconsin

- Supported daily treatment operations through plant rounds, process checks, operating record updates, work area preparation, and structured communication with experienced operators. Maintained organized information that helped technicians and operators preserve continuity across shifts while responding safely to changing priorities.
- Completed plant rounds and routine process checks, providing operators with timely operational observations.
 - Maintained logs for equipment observations, treatment activities, and outstanding **follow up items**.
 - Communicated unusual conditions promptly to qualified plant personnel using established escalation practices.
 - Prepared work areas, records, and routine materials so scheduled treatment activities proceeded safely.
 - Coordinated changing task priorities with operators, carrying unresolved items into formal handoff notes.
 - Developed practical knowledge of **plant workflows**, safe work expectations, and shift communication.

Water Treatment Operations Assistant

Riverbend Environmental Operations 📅 September 2019 - August 2020 📍 Beloit, Wisconsin

- Supported experienced treatment personnel in a supervised environment through operational observations, record updates, daily task organization, plant rounds, and follow up documentation. Built foundational knowledge of treatment workflows, plant terminology, safe operating practices, and communication standards while progressing toward greater responsibility.
- Supported routine plant observations and documentation under direction from experienced treatment personnel.
 - Entered treatment readings and activity notes, checking records for completeness before operator review.
 - Prepared daily task lists and follow up notes so assigned activities stayed visible.
 - Conducted supervised plant rounds, reporting equipment condition observations through established communication practices.
 - Organized **treatment records** and supporting documents for quick access during operational reviews.
 - Built foundational knowledge of **treatment workflows**, safe practices, and shift communication.

PROJECTS

Treatment Operations Handoff Improvement 📅 2024

Improved continuity between treatment shifts by organizing plant status, operating records, open issues, planned activities, and follow up ownership into clearer handoff information. The approach helped operators and supervisors act with current context during changing operational needs.

LEADERSHIP & AWARDS

- Recognized by plant leadership for dependable shift coordination and clear operational handoffs.
- Commended by colleagues for organized records and steady follow through on unresolved treatment items.

EDUCATION

Associate of Applied Science in Environmental Engineering Technology

Madison Area Technical College 🎓 GPA: 3.5 📅 2019 📍 Madison, Wisconsin

Coursework: Water treatment operations, environmental systems, process monitoring, safety practices

CERTIFICATIONS

- Water Treatment Fundamentals Certificate 📅 2021
- Environmental Engineering Technology Certificate 📅 2019

TECHNICAL SKILLS

- **Treatment Operations:** Water treatment, plant operations, treatment workflows
- **Operational Records:** Operating logs, treatment records, activity notes
- **Shift Coordination:** Shift handoffs, daily priorities, staffing considerations
- **Process Monitoring:** Process readings, plant rounds, process observations
- **Sampling Activities:** Sampling coordination, sampling information, laboratory liaison
- **Issue Management:** Action logs, issue tracking, follow up ownership
- **Operational Communication:** Handoff information, priority updates, escalation practices
- **Documentation Review:** Record review, completeness checks, detail verification
- **Plant Support:** Equipment observations, work area preparation, routine checks
- **Safety Operations:** Safe work practices, orderly execution, dependable service

PROFESSIONAL AFFILIATIONS

- Water treatment operations community, focused on dependable plant workflows and safe service delivery.
- Environmental engineering technology alumni network, maintaining ties with local water professionals.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST