

Record accuracy

Priority management

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