

Mitchell Penner

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54 Ritchie Crescent, Elmvale, ON

Profile

- Strong leadership skills
- Excellent team player
- Dependable & reliable
- Exceptional communication skills
- Very strong ability to learn new concepts
- Independent worker
- Impeccable customer service skills
- CET designation through OACETT
- Working towards LET certification

Related Work Experience

Supervisor, Subdivisions East, Alectra Utilities 2022-Present

- Responsible for leading team of design techs
- Oversee subdivision design work, costing of projects, coordination with operations and external contractors
- Oversee coordination and communication between design techs and a variety of stakeholders
- Project Management of major key projects
- Financial planning and budgeting for east portion of department
- Training of new design techs, engineering clerks and coop students
- Work on process improvement through objectives and contributing to Alectra corporate goals

Project Manager, DPM Energy. 2020-2022

- Responsible for management of projects from \$10,000-\$1,000,000 in value for DPM
- Coordinate with stakeholders, clients, multiple levels of government agencies, and approval agencies
- Creation of internal budgets and proposals for projects. Responsible for monthly WIPs and invoicing
- Creating reports on budgets for winning and losing projects
- Responsible for managing scope creep and writing change orders when scope creep occurs
- Be the main point of contact for all communication on my project portfolio

- Worked on a large variety of projects such as: subdivision design, underground design and rebuild (civil & electrical), overhead design, street lighting, new construction, and industrial connections
- Responsible for assigning work and following up with design directors/supervisors
- Chair and run project kick off, progress, and close out meetings
- Review drawings and specifications with engineers and other team members. Review options on how to proceed and make decisions

Project Supervisor, DPM Energy 2019-2020

- Responsible for QAQC on all drawings my designers produced
- Coordinating with project management office for deadlines on designs
- Coordination and management of designers to ensure deadlines are met
- Interviewing new designers, reviewing resumes and picking candidates
- Responsible for training new staff and improving existing staff
- Writing performance reports of designers

Intermediate Designer, DPM Energy 2018-2019

Designer, DPM Energy 2017-2018

Education

Electrical Engineering Technology - Co-op program 2012-2015

Georgian College, Barrie Ontario

Ontario Secondary School Diploma 2008-2012

Barrie North Collegiate, Barrie, Ontario