**Nicholette De Freitas**

126 Twin Oaks dr.

Madison, MS 39110

(601) 383-7673

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## EDUCATION & TRAINING

**Onondaga Community College**

Nursing A.AS.

Syracuse. N Y 201 2-201 3

Holmes Community College Mississippi

## Paul V. Moore High School

Graduate, Regents Diploma

 2020

Syracuse. N Y 2001-2005

## PROFESSIONAL EXPERIENCE

## Entergy Nuclear Headquarters Jackson, MS

## Technical Specialist 1 November 2020-current

## Assist in creation for Engineering Modification Project internal scheduling, tracking, and updating.

## Serves as an interface between the Design Projects Project Support/Controls group and Lead Engineering Supervisors for Design Projects Engineering

## Coordinating communication of Schedule impacts to and from applicable stakeholders.

## Analysis of project progress against activity completion and milestone schedule.

## Work with Engineering Supervisors in the development and planning phase for scheduling.

## Communicate activity additions, duration changes, milestone changes, and resource changes to and from Supervisors and Design Projects Scheduler.

## Provides Project Support for Design Projects Engineering.

## Support internal project audits as needed.

## Proposes project changes which improve efficiency and safety.

## Develop and maintain tools to improve the efficiency of performing project work.

## Provide feedback for tool/process improvements.

## Create level 1 project schedules to level 5 project schedules for Segment 1 and Segment 2 projects.

## Developed new scheduling process with DPE Director.

## Created Schedule templates for new process.

## Created schedule guide for new schedule process.

## Facilitate meetings with upper management.

## Entergy Nuclear Headquarters

## Sr. Admin. Jackson, MS

##  Feb 2020-Nov 2020

## Maintain schedules for General Managers at corporate.

## Work as outage coordinator for programs to ensure milestones are met for four nuclear sites.

## Work with nuclear sites to ensure engineering programs meet milestones.

## Re design and maintain share points for CFAM and Corporate Engineering.

## Schedule meetings.

## Create Initiative for standardization of milestone process in the fleet.

## Cascade Goals to all of corporate engineering.

## Assist with the One Engineering Team call.

## Maintain concur for General Manager.

## Maintains Contracts when needed.

## Coordinates scope changes for outage milestone closure.

## Sets up scope challenge meetings between all the nuclear sites.

## Assists with HR related forms for job placement.

**R.E. Ginna Nuclear Power Plant**

Planning Admin.

Ontario, NY

Feb 2018- Jan 2020

* + Break down work orders for document retention within 30 days.
	+ Interact with the Shops to ensure appropriate work order completion
	+ Edit and submit procedure changes.
	+ Operation Critical Component SME- review scope, ensure package has requirements for O.P.C.C standards, attends Quality Review Team meetings and reports back to supervision.
	+ Determine rework for work orders by looking at Issue Reports from past 24hrs.
	+ Fill in at meetings E-11, E-16, E.S.R for planning department.
	+ Verifying correct procedural compliance for Risk Mitigation for Planning and Operations.
	+ Scrubbing work orders to meet department KPI’s from the ESR report and verifying new packages moved to the schedule.
	+ Creating training and/ or job aides f o r Planning and Operations.
	+ Print outage work orders in a timely manner to meet milestones.
	+ Use of the WOLTS work order system for outage work orders.
	+ Report out any changes to the WMPI and additions to the daily schedule to the supervisor
	+ Created review for department on OPCC standards.
	+ Created outline/ job aide for the new SRO's moving to the WCC to better understand the planning-process.
	+ Work with scheduling to meet deadlines for emergent work- print work packages to meet deadlines for Priority-1, 2, or 3.
	+ PROS Qualified.
	+ Uses Maximo to edit, create and print work orders.
	+ Assists departments with finding information in FCMS as well as submit work orders.
	+ Has cyber security permissions in FCMS to submit Cyber Data Asset checklist and ensure work orders have the correct cyber attachments.
	+ Use P6 to update the work order status as well as updates to the schedule.
	+ Serves as Safety champ to ensure workers are performing jobs in a safer manner according to standards.
	+ Ran QRT meeting as facilitator for shops and planning once a month.
	+ Integrating Ergonomics into the work place, and SME through PROS and Safety committee.
	+ Headlined rectifying missing work orders working closely with operations and point of contact act Nine Mile.

## LICENSES AND CERTIFICATIONS

* New York State Department of Health Certified Nurse Aide (CNA)
* American Heart Association Certifications:
	+ First Aid
	+ Cardiopulmonary Resuscitation (CPR)
	+ Automated External Defibrillator (AED)
	+ Basic Life Support (BLS)
	+ Primavera certification
	+ Contract management qualification

Collateral duties:

* Pros qualified for peer to peer observations
* Woman in nuclear
* NAYGN member
* Generation Nation member
* Exelon militaries actively connected member