

**Nicholette De Freitas**  
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## EDUCATION & TRAINING

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Onondaga Community College Nursing A.A.S.	Syracuse. N Y 2012-2013
Holmes Community College	Mississippi 2020
Paul V. Moore High School Graduate, Regents Diploma	Syracuse. N Y 2001-2005

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## PROFESSIONAL EXPERIENCE

Entergy Nuclear Headquarters Technical Specialist 1	Jackson, MS November 2020-current
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- 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 for 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

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- 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