# Dylan Van Dyk

*Senior Operations Professional Seeking Project Management Role in Construction*

Charlotte · NC · US

dylan.vandyk@email.com | (704) 555-9123 | linkedin.com/in/dylansvandyk

*Layout style: hybrid*

## Summary

Results-driven professional with over 12 years of experience in operations, facility maintenance, and project coordination within industrial and commercial environments. Proven ability to support project timelines, manage vendor relationships, and coordinate logistics across multidisciplinary teams. Strong organizational and communication skills developed through roles in plant operations and environmental services. Currently pursuing Project Management Professional (PMP) certification and seeking to transition into a senior project management role within the construction sector, specifically in water and wastewater treatment infrastructure. While lacking direct general contracting experience, brings a foundational understanding of project workflows, safety compliance, and resource coordination in technical environments.

## Experience

### Senior Operations Coordinator at EnviroCare Solutions

01 Mar 2018 – Present

Coordinate day-to-day operations for industrial wastewater pretreatment facilities servicing manufacturing clients. Serve as liaison between maintenance teams, outside contractors, and regional management. Support compliance with environmental regulations through documentation and log management. Role involved indirect exposure to construction activities during retrofits and upgrades, but no direct management of contractors or construction phases.

* Supported 15+ facility upgrade and maintenance projects annually, ensuring work was completed within scheduled downtime windows, reducing operational disruption by an average of 20%.
* Developed work order schedules and tracked contractor performance across 12 regional sites, improving on-time task completion from 78% to 91% over two years.
* Prepared weekly status summaries for management and assisted in drafting scope-of-work documents for capital improvement projects up to $350,000.
* Coordinated safety orientations for temporary workers and verified contractor compliance with site safety protocols.
* Maintained digital project logs and supported environmental audits with accurate recordkeeping.
* Utilized Excel to track project budgets, flagging two major cost overruns before completion, resulting in savings of $48,000.

### Facility Maintenance Supervisor at Triad Industrial Services

01 Jun 2013 – 01 Feb 2018

Oversaw maintenance operations at a 110,000 sq. ft. industrial processing facility. Managed a team of five technicians and coordinated with third-party contractors for equipment upgrades and structural repairs. Role provided exposure to project timelines and contractor coordination but not formal project management in a general contracting context.

* Supervised routine maintenance and emergency repairs, reducing equipment downtime by 23% over three years.
* Scheduled and tracked project-based repairs, including roof replacements, HVAC upgrades, and piping system overhauls in coordination with external vendors.
* Collaborated with engineering consultants during a $2.1M piping system retrofit to ensure alignment with operational schedules.
* Developed preventive maintenance calendars and updated safety checklists, contributing to a 30% reduction in OSHA-recordable incidents.
* Assisted procurement team with vendor selection and contract review for capital projects.

### Process Technician at Carolina Chemical Processing

01 Sep 2010 – 01 May 2013

Operated and monitored chemical processing systems in a regulated manufacturing environment. Supported routine maintenance and changeover activities. Trained new technicians and documented operational deviations.

* Maintained detailed logs for system performance, contributing to internal compliance reporting.
* Participated in 12 plant improvement initiatives, including safety upgrades and piping modifications, by providing operational feedback.
* Responded to equipment malfunctions with rapid troubleshooting, minimizing production delays.

## Education & Training

### Bachelor of Science, Environmental Technology

North Carolina Agricultural and Technical State University

– 01 May 2010

|  |  |
| --- | --- |
| **Skills**  Project Planning & Scheduling, Risk Assessment & Mitigation, Stakeholder Communication, Budget Tracking, Vendor Coordination, Site Logistics, OSHA Safety Compliance, Change Order Documentation, Microsoft Office (Word, Excel, Outlook, PowerPoint), Team Collaboration, Problem-Solving, Time Management, Report Generation, Facility Maintenance Oversight, Construction Safety Basics, Contract Administration (familiarity), Quality Assurance Processes, Meeting Facilitation, Customer Service, Inventory Management, Basic AutoCAD Viewing (read-only), Bluebeam (beginner level), Time Tracking Software (e.g., ClockShark), Regulatory Documentation, Site Inspection Support, Emergency Response Coordination, Work Order Management, Client Correspondence  **Certifications**  OSHA 30-Hour General Industry Certification | 2014  OSHA  Project Management Professional (PMP) | 2025-06-30  Project Management Institute  First Aid & CPR Certified  American Red Cross  **Awards**  Improved Maintenance Efficiency  EnviroCare Solutions  Introduced a digital work order tracking system that reduced approval delays by 35% and enhanced visibility across departments.  Cost Savings in Maintenance Projects  Triad Industrial Services  Identified recurring contractor inefficiencies, leading to renegotiation of service agreements and an annual savings of $62,000.  Safety Improvement Initiative  Triad Industrial Services  Co-led a site-wide safety audit prep program that contributed to zero lost-time incidents for 18 consecutive months.  Cross-Functional Coordination  EnviroCare Solutions  Successfully supported integration of a new effluent monitoring system by aligning technician training, vendor visits, and plant schedules across three departments. | **Interests**  Hiking  Water Conservation Advocacy  Home Renovation Projects  Community STEM Outreach  **References**  References available upon request |