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*Process Controls, Manufacturing Information,
and Industrial Monitoring Systems*
www.tvcsystems.com

Professional Resume

Melanie A. Pergerson

Manager of Purchasing and Documentation

Introduction

Melanie is our Manager of Purchasing, Technical Documentation Manager and Assistant Quality Assurance Manager. She is responsible for the procurement of all materials for TVC's varied projects, including field instrumentation and control panel equipment.

In addition to managing the Purchasing Department, she also manages the Technical Documentation Department. She is responsible for the production of all project documentation from submittal through final documentation. She assists the Engineering department in the production of ISA instrument data sheets. Her other responsibilities include providing assistance in the production of marketing materials for TVC, including company brochures and PowerPoint presentations.

She assists in Quality Assurance of all engineering, design, software, panel fabrication, testing and documentation of outgoing company products and documents.

She is a principal participant in the company's preparation and audit activities of CSIA audits.

Her experience in purchasing and documentation has led her to be a valuable asset to the Proposals Department, as well as providing support to the Shop, Engineering and Administrative staff.

Background

Prior to working at TVC Systems, Melanie had 9 years experience in Customer Service in varied industries.

Melanie joined TVC Systems in May of 1997 as Administrative Assistant. In less than a year, she assumed the positions of Manager of Purchasing and Manager of Technical Documentation.

Melanie became Assistant Quality Assurance Manager in 2003. She has assisted the Quality Assurance Manager in the review and preparation of

quality control documentation on a number of critical cogeneration power, boiler and chiller projects.

Industry Expertise

- Purchase all material, including field hardware and software, for a wide variety of distributed power, cogeneration, boiler and chiller control systems

Technical Expertise

- Applications: Microsoft PowerPoint, Access, Excel, Word, Outlook, and Project

Qualifications/Certifications

- Certified in Microsoft Access, Excel, Word, and Project.
- 9 years experience in Customer Service prior to working at TVC Systems

Recent Project Experience

- Procurement of instrumentation and materials, documentation and quality assurance for ten cogeneration facilities
- Procurement of instrumentation and materials documentation and quality assurance for five Pharmaceutical research campus chiller plant projects
- Procurement of instrumentation and materials documentation and quality assurance for four landfill gas to energy projects
- Procurement of instrumentation and materials documentation and quality assurance for three major university steam plant projects
- Procurement of instrumentation and materials documentation and quality assurance for two major international airport utility plants



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