



Tristan Singleton

Controls & Instrumentation Lead

☎ (310) 555-1234 ✉ tristan.singleton@example.com

🌐 linkedin.com/in/tristansingleton 📍 Los Angeles, CA 90001

STRENGTHS

- 💬 **Strong Communicator**
Regularly engage with clients to understand their needs, often becoming a trusted advisor.
- 👥 **Collaboration Focus**
Excel advising cross-functional teams, promoting streamlined integrations for project success.
- ✍️ **Detail-Oriented**
Thoroughly create technical documentation, resulting in clearer project scopes and enhanced coordination.
- 📖 **Proactive Mentorship**
Cultivated growth of junior engineers through training sessions, strengthening overall team capability.
- ♥️ **Client-Centric Approach**
Consistently receive praise from clients for quickly adapting strategies to meet evolving needs.

SKILLS

Honeywell Experion DCS
Project Management
Instrumentation Specification
Client Relations
Engineering Documentation
Team Leadership
Cross-Functional Collaboration
Data Historians Server Setups
Control Panel Design
Cost Management
Industrial Automation
EPC Experience
Network Configurations

SUMMARY

Accomplished Controls & Instrumentation Lead with over 10 years of experience in project engineering within the industrial automation sector. Proven track record of managing complex projects from inception to completion, ensuring adherence to budgetary constraints and client specifications. Highly skilled in Honeywell Experion DCS programming and instrumentation specifications, fostering relationships, and mentoring junior team members. Known for focusing on project deliverables that matter most to clients, consistently meeting and exceeding their expectations. Team-oriented leader who collaborates effectively across functions while driving improvements in processes and performance.

EXPERIENCE

Controls & Instrumentation Lead

Innovate Engineering Solutions 📅 January 2017 - Present 📍 San Francisco, CA

Oversee engineering projects focusing on automation control systems, ensuring alignment with industry standards and client specifications. Directly engage with clients to evaluate requirements and manage all aspects of project execution. Lead a team of engineers and technicians to develop optimal solutions for diverse automation tasks.

- Lead engineering projects improving automation system effectiveness under strict timelines.
- Develop comprehensive scopes of work, enhancing clarity and successful project outcomes.
- Specify and size essential instrumentation components, improving overall system reliability.
- Prepare detailed datasheets, collaborating with vendors to optimize parts procurement.
- Facilitate teamwork through cross-functional collaboration while selecting suitable devices.
- Design custom control panels tailored to meet specific project needs, bolstering operational efficiency.

Senior Project Engineer

Tech Solutions Group 📅 March 2013 - December 2016 📍 San Jose, CA

Managed multiple engineering projects from inception to delivery, ensuring adherence to scope and budget. Developed project plans alongside monitoring financials to guarantee effective resource allocation throughout each project lifecycle. Engaged clients directly to refine project objectives, leading to better alignments with their expectations.

- Supervised project implementation while swiftly resolving issues to adhere to deadlines.
- Delivered client-focused solutions by actively listening and addressing specific inquiries.
- Mentored junior engineers in best practices for instrumentation, strengthening team capabilities.
- Conducted thorough reviews of engineering deliverables, maintaining compliance with standards.
- Prepared project documentation, tracking progress against goals while facilitating communication.

Project Engineer

Precision Engineering Inc. 📅 June 2011 - February 2013 📍 Los Angeles, CA

Engaged actively in the project lifecycle of industrial automation solutions, collaborating with clients to define functional requirements. Assisted in designing control systems, enhancing productivity and user interaction during commissioning phases. Coordinated site evaluations to assess feasibility before final execution.

- Supported senior engineers in creating control systems designs aligned with operational goals.
- Participated in site assessment visits, contributing critical insights into successful project planning.
- Documented project metrics thoroughly, ensuring clear reporting to stakeholders throughout phases.
- Drafted necessary technical documentation, enabling effective communication amongst teams.

Budget Monitoring

Instrumentation Tools

LANGUAGES

English Native

Spanish Intermediate

MY CAREER



- Controls & Instrumentation Lead at Innovate Engineering Solutions (9.6 Years)
- Senior Project Engineer at Tech Solutions Group (3.8 Years)
- Project Engineer at Precision Engineering Inc. (1.7 Years)

LEADERSHIP & AWARDS

- Certified Automation Professional (CAP) - 2023
- Top Engineering Leadership Award - 2022

EDUCATION

Bachelor's Degree in Engineering

University of Southern California 🎓 GPA: 3.8 📅 2011 📍 Los Angeles, CA

Coursework: Project Management, Automation Technologies, Control Systems Design, System Integration

CERTIFICATIONS

- Certified Automation Professional (CAP) 📅 2023
- Project Management Certificate 📅 2022

TECHNICAL SKILLS

- **Automation Programming:** Honeywell Experion DCS, Rockwell, Siemens
- **Control Systems Design:** Modulating Control Valves, Pressure Transmitters, Flow Meters
- **Project Management Tools:** Asana, JIRA, Trello
- **Engineering Standards:** ISO 9001, IEC 61508, ANSI/ISA
- **Networking Technologies:** Ethernet, TCP/IP, VPNs
- **Documentation Tools:** AutoCAD, Visio, Excel
- **Vendor Coordination:** Supplier Communication, Contracts, Quotations
- **Feedback Mechanisms:** Client Reviews, Performance Metrics, Status Reports
- **Data Management:** Data Historians, SQL Databases, Backups
- **Mentorship Programs:** Training Sessions, Development Workshops, Peer Support

PROFESSIONAL AFFILIATIONS

- Member of the International Society of Automation
- Active participant in local engineering networks focused on professional development

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST