

Maxine Dixon

maxine.e.dixon@gmail.com ■ 215-606-8920 ■ Philadelphia, PA
www.linkedin.com/in/maxinedixon

EXPERIENCE

PHILADELPHIA ENERGY AUTHORITY

Senior Operations Manager
Operations Manager

Philadelphia, PA
July 2022 – Present
July 2021 – July 2022

- Develop and implement organizational policies and procedures, ensuring alignment with regulations and best practices, resulting in improved operational efficiency and compliance
- Manage a \$9 million budget, track expenses and revenues, and maintain financial reporting, contributing to sound fiscal management
- Assist program teams in drafting and maintaining contract documentation, providing regular updates to directors on contract status, key milestones, and potential risks
- Cultivate positive relationships with key vendors, fostering a collaborative environment and resolving disputes in a timely and efficient manner
- Successfully streamline the grants administration process, ensuring accurate reporting and accountability
- Lead end to end recruitment efforts and manage administration of employee benefits for a full-time staff of 14

Program Coordinator

July 2017 – July 2021

- Supported planning and logistics of all Authority's programs and related activities for quality execution towards Philadelphia Energy Campaign goals
- Processed invoices on a weekly basis, verifying accuracy for approval to final disbursement
- Coordinated press conferences, external energy related event, and board meetings to educate and share information with the public
- Created communications for a diverse array of partners and stakeholders, including developing email communications, managing websites, blogs, and social media
- Maintained and expanded key metrics and systems for tracking

PJM INTERCONNECTIONS

Emerging Markets Co-op

Audubon, PA
March 2015 - September 2015

- Residential Solar Project: validated source data, verified installed solar cost elements, forecasted energy production and retail electric rates, calculated levelized cost of energy, estimated when cost of residential solar would be equal to or cheaper than buying electricity from the grid, and presented results to management

CHUBB (Formerly ACE Group)

Sourcing Analyst Co-op

Philadelphia, PA
March 2014 - September 2014

- Provided quantitative analysis and benchmarking for 7 sourcing projects with focus on cost reduction and process improvements
- Created request for proposals, evaluated bids, and completed procurement process to obtain goods and services
- Operated as a liaison for employees and third party suppliers through phone and email communication
- Collaborated with Environmental Program Analyst to extract and analyze data to support which company sustainability initiatives should be chosen for implementation

SCHOOL DISTRICT OF PHILADELPHIA*Jr. Fiscal Operations Analyst***Philadelphia, PA**

April 2013 - September 2013

- Processed Child Accounting tuition payments for educational services, created payment voucher to A/P, tracked invoices, analysis, and reconciliations to maintain balanced bookkeeping
- Compiled student data for residency verifications and financial data for accurate entry into database
- Communicated with other school districts and intermediate units to resolve discrepancies in billings

EDUCATION

Drexel University

Bachelor of Science in Economics (Minors: Environmental Studies, Finance)

Philadelphia, PA

2016

The Green Program (11 day study abroad program)

Acquired hands-on knowledge of renewable energy platforms (Wind, Biomass, Solar, Geothermal, Hydroelectric)

Costa Rica

December 2013

SKILLS & CERTIFICATIONS

Skills: Microsoft Office Suite, Google Workspace, WordPress, Canva, R, Monday.com, QuickBooks, Mailchimp**Certifications:** Leadership Principles Certificate - Harvard Business School Online, 2022**PROFESSIONAL AFFILIATIONS**

American Association of Blacks in Energy Philadelphia Chapter, Vice President, Member 2017 – Present**The Energy Co-op**, Secretary, Board Member 2023 – Present