Mary Clayton

Phoenix, AZ | 602.398.3522 | maryclaytonpm@gmail.com | https://www.linkedin.com/in/mary-clayton-pm/

PROFESSIONAL SUMMARY

Results-driven professional with experience in team coordination, workflow management, and operational support. Skilled in coordinating daily activities, managing resources, maintaining safety standards, resolving operational challenges, and ensuring projects and assignments meet established deadlines. Experienced in organizing teams, monitoring work progress, and communicating across different operational functions. Brings a strong foundation in project execution, leadership, critical thinking, and process improvement, with the ability to transfer these skills into engineering project management. Motivated to contribute to engineering initiatives through effective planning, collaboration, and continuous improvement.

TECHNICAL & MANAGEMENT SKILLS

- Project Planning and Coordination
- Scheduling and Resource Management
- Microsoft Office: Word, Excel, and PowerPoint
- Project Documentation
- Data Analysis and Reporting
- Operational Process Improvement
- Quality and Safety Management
- Technical Problem-Solving
- Team Communication

PROJECTS

Market Analysis Project
Grand Canyon University
Oct- Nov 2026

My role was as an Engineering Manager. My job was to create a recommendation based on demand, learning curve, and Defect Rate. This also included a model comparison and a final decision brief.

PROFESSIONAL EXPERIENCE

Amazon — Delivery Station Associate

Surprise, AZ | Oct 2021-Present

- Coordinate daily package processing and distribution activities to support efficient delivery station operations and meet established operational deadlines.
- Monitor package movement, sorting processes, and workflow activities to maintain productivity, accuracy, and operational efficiency.
- Collaborate with cross-functional teams and management to resolve workflow challenges, minimize delays, and maintain consistent operational performance.
- Organize, prioritize, and manage assigned tasks in a fast-paced environment while meeting productivity and quality expectations.
- Identify operational bottlenecks and support process improvements to increase workflow efficiency and reduce unnecessary delays.
- Follow established safety procedures, operational standards, and quality control requirements to maintain a safe and productive work environment.

- Utilize warehouse technology and tracking systems to process packages, monitor workflow progress, and maintain accurate operational information.

EDUCATION

Grand Canyon University
Master of Science in Engineering Operations
Class of Apr 2028

Grand Canyon University
Bachelor of Arts in Digital Design
Class of Dec 2018