

Quamel Lewis

New York, NY | (917) 889-1012 | quamelrlewis@gmail.com

Objective

Responsible, detail-oriented 1st year civil engineering student with supervisory experience, knowledge of Microsoft Office programs, and ability to work collaboratively in a team.

Experience

New York City Transit – New York, NY

2024-Present

Maintenance Supervisor (Electrical Power) Level 1

- Supervise team of 9 District Operators in the Power Control Center to uphold operational standards in maintaining 600 volts third rail power to New York City Subway.
- Utilize Microsoft Excel to record and report data; Microsoft PowerPoint to convey information to District Operators for weekly training purposes.
- Use Microsoft Outlook to communicate with management and delegate to District Operators.
- Collaborate in a team of 6 supervisors to support management in executing strategies of optimizing operation procedures across three divisions.
- Maintain digital trouble log across 200 power substations and organize interdepartmental response to equipment troubles, prioritizing emergency situations.
- Delegate tasks to District Operators to collect and organize data of equipment status.

New York City Transit – New York, NY

2019-2024

Power Maintainer Group B

- Inspected, troubleshooted, and maintained electrical equipment in power substations.
- Executed safety-sensitive power operations involving 600 Volts using clear verbal communication and adhering to operation procedures.
- Maintained digital operation logs, event summaries and records of equipment outages using Microsoft Power Apps.
- Acted as the first responder to equipment outages and power emergencies.

Education

The City College of New York – New York, NY 10031

Expected Graduation: May 2030

Major: Civil Engineering | Minor: Economics

Transit Technical High School – Brooklyn, NY 11207

2017

Career and Technical Education High School Diploma

Major course of study: Electrical Wiring

Skills & abilities

- Supervisory and leadership skills
- Record-keeping
- Detail-oriented
- Effective **communication** and interpersonal skills
- Experienced in using Microsoft Office Programs: Word, Excel, PowerPoint, Outlook
- Ability to manage multiple tasks
- **Collaborative** problem-solving
- **Organizational skills**

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February 25, 2025

Dear Aarathi Venktaraman:

My name is Quamel Lewis and I am a first-year civil engineering student at The City College of New York. I am responding to the online posting for the civil/structural engineering internship on the New York Power Authority career's webpage. Clean, renewable sources of power lead us closer to a healthier planet, and with my experience working in transportation, I can contribute towards the company's growing innovation towards energy efficiency. I am eager to apply my effective **communication skills**, **organizational skills**, and knowledge of **Microsoft Office programs** to thrive in this internship and become an asset to this company.

In my earlier role as a Power Maintainer Group B, working as a district operator in New York City Transit's Power Control Center, I have developed my **written communication skills** through writing detailed reports, operation log entries, and equipment outage documents. In this role, I sharpened my **verbal communication skills** through executing power operations involving the removal and restoration of 600 Volt equipment through explicit verbal commands via phone calls. Within this role, I was responsible for maintaining equipment records across a range of power substations and filing them by their designated zone, enhancing my **organizational skills** through accurate record-keeping. Through my experience, my development of **communication** and **organizational skills** led to my progression into my current role as a maintenance supervisor.

Within my role as a maintenance supervisor, I have gained considerable knowledge in working with **Microsoft Office programs** for **communication** and data recording purposes. I conduct weekly safety simulations for a team of nine District Operators, using **Microsoft PowerPoint** and **Microsoft Word** to create visual aids, and documents, to efficiently train my team and ensure adherence to standard operating procedures. Additionally, I utilize **Microsoft Excel** to create data tables to streamline information, and **Microsoft Outlook** to **communicate** through email. I am confident that my experience with **Microsoft Office programs** will support the New York Power Authority in completing inspections and analyzing data for new construction and rehabilitation projects.

For more information about my experience and skills, you may refer to my attached resume. I look forward to completing an internship within the New York Power Authority, and I would like an opportunity to discuss my background further in an interview. I may be reached by my email, quamelrlewis@gmail.com, or my phone number, (917) 889-1012, at all times except Monday, and Wednesday, between 12:30pm and 1:45pm. I am available for interview in-office, or online through Zoom. Thank you for your time and consideration.

Sincerely,

Quamel Lewis

Quamel Lewis

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Civil/Structural Engineering Developmental Intern

Location: White Plains, US

Summary

At the New York Power Authority, you will be empowered to think big, do good, and transform the energy industry. We are a collaborative team of over 2,400 energy technologists, IT specialists, business experts, hydro engineers, and diverse professionals leading the energy revolution. With state-of-the-art technology, advanced research and development, a modernized infrastructure, and a focus on environmental, social and governance (ESG), we provide New Yorkers with low-cost, clean, reliable power — and we are well on the way to becoming the first end-to-end digital utility in the country.

We develop solutions for NYPA's demanding projects. Our expertise covers all aspects of buildings, bridges, dams, transmission structures, site engineering, storm drainage, highway design, and geotechnical engineering in addition to supporting the NYPA Dam Safety program.

The team also performs inspection, analysis and design services for a diverse range of new construction and repair/rehabilitation projects.

Our paid 10-week Summer Developmental Internship program runs from June 3 - August 8, 2025. As an Intern, you will receive professional development, on-the-job experience in the energy industry, exposure to executives, and networking opportunities to help build a solid foundation for your future career.

Applications will close on March 1, 2025.

If you are passionate about our mission – to lead the transition to a carbon-free, economically vibrant New York through customer partnerships, innovative energy solutions, community engagement and the responsible supply of affordable, clean, and reliable electricity, we are looking for you!

Responsibilities

- Participate in department-specific projects, analysis, research methods and learn project management skills
- **Support team in developing** business solutions that contribute to NYPA's VISION2030 strategic goals
- Research industry trends and emerging technologies to contribute to the continuous improvement of our programs

- Other projects as assigned; will vary based on focus area

Knowledge, Skills and Abilities

- Proficiency in Microsoft Office programs, especially Excel, PowerPoint, Outlook
- Excellent verbal and written communication skills
- Strong organizational skills and ability to multi-task with competing priorities
- Ability to work both independently and collaborate as part of a team
- Provide positive customer service for internal and external stakeholders

Education, Experience and Certifications

Enrollment in an associate’s, undergraduate or graduate program at a college or university is required. Recent graduates are not eligible for our Developmental Internship program.

Must be legally eligible to work in the United States for the duration of the internship from June 3 - August 8

Physical Requirements

The New York Power Authority is committed to providing fair, competitive, and market-informed compensation. The hourly rate for this position is based on the level of education at the time the intern program begins:

LEVEL	HOURLY RATE
Sophomore	\$17.50
Junior	\$21.50
Senior (or May 2025 graduate)	\$21.50
Current graduate/law student	\$24.50

The New York Power Authority and Canal Corporation believes that diversity, equity, and inclusion drive our success, and we encourage women, people of color, LGBTQIA+ individuals, people with disabilities, members of ethnic minorities, foreign-born residents and veterans to apply. As an equal opportunity employer, NYPA/Canals is committed to building inclusive, innovative work environments with employees who reflect communities across New York and enthusiastically serve them. We proudly celebrate diversity and do not discriminate based on race/color, creed/religion, national origin, citizenship or immigration status, age, disability, military status, gender/sex,

sexual orientation, gender identity/expression, pregnancy and related conditions, familial/marital status, domestic violence victim status, predisposing genetic characteristics, arrest/criminal conviction record or any other category protected by law.

NYPA/Canals will also provide reasonable accommodations during the hiring process related to candidates' disabilities, pregnancy-related conditions, religious observances/practices and/or domestic violence concerns. To request an accommodation, please email accessibility@nypa.gov.

Nearest Major Market: White Plains

Nearest Secondary Market: New York City

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