

Khaila Granata

Lead Coordinator

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📍 10645 W 114th Pl,
Westminster, CO 80021

Education

High School Diploma at Denver East High School

Sep 2012 - May 2017

I've learned how to manage my time, study for exams, and complete assignments.

Links

[linkedin.com/in/khailagranata](https://www.linkedin.com/in/khailagranata)

Skills

Communication

Organization

Planning

Time Management

Leadership

Problem Solving

Conflict Resolution

Languages

English

Japanese

Hobbies

Organizing

Crafting

Decorating

Profile

I am a lead coordinator with over 5 years of experience. I have managed teams of up to 15 people and have coordinated projects from start to finish. I am extremely organized and detail-oriented, and can handle multiple tasks simultaneously without missing a beat. I am also an excellent communicator and have superb writing skills.

Employment History

Lead Coordinator at Sunnova Energy Corporation, CO

Jun 2022 - Present

- Led a team of coordinators in developing and implementing processes that resulted in a 15% increase in productivity.
- Defined project scope and objectives, created detailed work plans, schedules, project estimates, resource plans and status reports.
- Chaired/facilitated weekly meetings with cross-functional teams to ensure on time delivery of projects according to schedule.
- Monitored individual performances against established targets; provided feedback for improvement where necessary.
- Successfully completed 5 high priority projects within budget and ahead of schedule.

Coordinator at Vectren Corporation, CO

Sep 2017 - May 2022

- Successfully coordinated the schedules of 5 departments to complete a project on time.
- Decreased company spending by 15% through effective coordination of resources.
- Successfully completed 50 projects in one year.
- Received high marks on customer satisfaction surveys for 99% of projects overseen.
- Trained 2 new coordinators who are now successfully completing their own projects.

Certificates

Certified Project Manager (CPM)

Nov 2020

Certified Scrum Master (CSM)

Jan 2019

Memberships

American Society of Association Executives

National Association of Professional Event Planners