

Raquel Andujo

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Summary

Adaptive and dependable applicant with supervisory experience in Solar Project Coordination. Recent graduate from New Mexico State University with a Master of Arts in Communication (Bachelor's in Journalism/Mass Communications). Acquired fundamental knowledge of writing and essay structure. Most recently fulfilled the position of Operations Project Coordinator: Inspections Supervisor. Ultimately a communicative and personable individual with a positive and proactive work ethic.

Skills and Coursework

- Technical Writing
- Solar Project Management
- Solar Industry 2+ years
- Microsoft Proficient
- Writing skills
- Communication Skills
- Performance Improvement
- Google Suite Proficient
- Process Development
- Employee Relations
- Salesforce Experience
- CRM Experience

Education

- **New Mexico State University**, Las Cruces NM
Master of Arts, Communication August 2019- May 2021
- **New Mexico State University**, Las Cruces NM
Bachelor of Arts, Journalism/Mass Communications August 2015- May 2019

Experience

- **Freedom Solar Power**, Denver CO— *Operations Project Coordinator, Inspections Supervisor*
May 2023 - September 2023
Facilitate the inspection process for projects in the post-installation stage. Proactively schedule inspections and take appropriate actions for failed inspections in order to ensure efficient project timelines. Maintain communication with multiple building departments and customers across Colorado. Oversee and delegate tasks to inspection coordinators.
- **Klick Solar**, Denver CO— *Senior Project Coordinator, Permitting Supervisor*
July 2021 - May 2023
Streamline and develop multiple processes for various project stages. Implemented standard operating procedures while overseeing the responsibilities for Junior Project Coordinators. Assist Customers with change orders and negotiations. Collaborate with Operations Manager to ensure the efficiency of project timelines, all while maintaining communication with customers and serving as the head of customer escalations/concerns.
- **New Mexico State University**, Las Cruces NM— *Lab Instructor*
Aug 2019- May 2021
Facilitate instruction for three sections of Comm 265: Principles of Human Communication which contained 20 students per section, 6 hours per week
Responsible for hosting office hours and being available to assist 60 students, 3 hours a week, and Center for Communication Development hours for 600 students, 2 hours a week.

