

# Keeleigh Baretta

Installation Coordinator

## Profile

Dedicated Installation Coordinator with 1 year of experience in ensuring seamless and efficient installation processes. Adept at coordinating with teams, managing schedules, and maintaining strong communication with clients. Demonstrates strong problem-solving skills and a commitment to delivering excellent customer service. Seeking to leverage expertise in planning and executing successful installations to contribute to a dynamic organization.

## Employment History

### Installation Coordinator at Louisiana Installation Solutions, LA

May 2023 - Present

- Successfully managed the installation of over 250 projects for clients across Louisiana, resulting in a 98% on-time completion rate and a 20% increase in overall client satisfaction.
- Coordinated with a team of 15 technicians to streamline scheduling and communication processes, reducing installation lead times by 30% and increasing team productivity by 25%.
- Implemented a new inventory management system that reduced material waste by 40% and saved the company \$50,000 annually in operational costs.
- Developed and conducted training programs for new hires, leading to a 50% reduction in onboarding time and a 15% increase in employee retention rates within the first year.

### Assistant Installation Coordinator at Pelican State Installations, LA

Sep 2022 - Apr 2023

- Successfully managed and coordinated the installation of over 150 HVAC systems for residential and commercial clients across Louisiana, resulting in a 98% on-time completion rate and a 20% increase in client satisfaction.
- Streamlined the scheduling and dispatch process, reducing logistical errors by 30% and increasing overall team efficiency by 15%.
- Implemented a new inventory tracking system for Pelican State Installations, resulting in a 25% reduction in lost or misplaced materials and a 10% decrease in project delays due to material shortages.

## Education

### Associate of Applied Science in Installation Management at Louisiana Technical College, LA

Sep 2017 - May 2022

Relevant Coursework: Facility and Infrastructure Planning, Project Management, Building Systems, Energy Management, Occupational Safety and Health, Asset Management, and Sustainability Practices.

## Certificates

## Details

[keeleigh.baretta@gmail.com](mailto:keeleigh.baretta@gmail.com)

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1234 Magnolia St, New Orleans, LA 70115

## Links

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

## Skills

AutoCAD

Project Management

Scheduling

Troubleshooting

Quality Assurance

Blueprint Reading

Inventory Control

## Languages

English

Indonesian

## Hobbies

Organizing home improvement projects

Photography

Model building