

# **Taylor Cecil**

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## **Professional Summary**

Energy project manager with 5+ years of progressive experience leading teams and operations in utility-funded energy efficiency programs. Strong in cross-functional leadership, stakeholder engagement, and strategic process improvement. Proven record in managing program milestones, developing internal procedures, and producing results-driven reporting.

## **Skills & Certifications**

- Software: Microsoft Office Suite, Adobe Pro, Microsoft Dynamics CRM
- Certifications: Building Analyst, Retrofit Installer Technician, Heat Pump/AC Fundamentals, Heating Systems Fundamentals
- Strengths: Project management, team leadership, stakeholder engagement, multitasking, communication
- Additional Expertise: Utility energy efficiency programs, solar technology familiarity, SOP and policy development, public speaking and stakeholder representation

## **Professional Experience**

### **Community Housing Partners - Christiansburg, VA**

#### ***Project Manager - May 2024 - Present***

- Manage single-family and multifamily energy efficiency projects from start to finish
- Act as liaison between subcontractors, property owners, utility stakeholders, and clients
- Maintain project records in Microsoft Dynamics CRM
- Perform site visits and desk reviews to ensure quality control
- Collaborate with project coordinators to improve workflows and tools
- Developed and documented internal policies and procedures to improve program compliance and streamline workflow
  - Led proposal evaluation processes and mapped project milestones to align with funder and regulatory guidelines
  - Collaborated with senior leadership on strategic program planning and post-project evaluations
  - Represented CHP in meetings with stakeholders, utility sponsors, and community groups to support project visibility and transparency

#### ***Operations Support Manager - Nov 2021 - May 2024***

- Directed administrative processes to support strategic partnerships and program growth
- Developed and implemented best practices across 10+ programs
- Led a team of Project Coordinators, providing mentorship and training
- Tracked project metrics and communicated monthly results to stakeholders

***Project Coordinator - Feb 2021 - Nov 2021***

- Reviewed documentation for compliance and submission to funders
- Participated in advocacy groups and stakeholder meetings
- Supported financial operations, including AP/AR

***Customer Care Specialist - Mar 2020 - Feb 2021***

- Screened clients for program eligibility and entered data into CRM
- Handled administrative tasks such as word processing, managing files, and payment processing

**New River Valley Community Services - Pulaski, VA**

***Case Manager I, Mental Health Services - Dec 2019 - Feb 2020***

- Provided case management to clients with mental illness or substance use disorders
- Created treatment plans and coordinated community resources

**Education**

**Radford University - Radford, VA**

Bachelor of Social Work, May 2019

GPA: 3.81

**New River Community College - Dublin, VA**

Associate of Arts and Sciences in General Studies, May 2016

GPA: 3.4