

Ce'Nedra Darragh

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Professional Summary: Dedicated and focused professional committed to delivering high-quality results in a team-oriented environment. Cultivates an inclusive company culture in which colleagues feel comfortable voicing questions, concerns, and new ideas. Enthusiastic leader who inspires accountability, collaboration, and commitment to the team. Strives to help develop a growth mindset and encourages feedback. Energetic, organized, and eager to learn.

Core Competencies

- Communication
- Time Management
- Business Writing
- Decision Making
- Problem Solving
- Microsoft Office Proficiency
- Deadline Driven
- Innovative
- Work Prioritization

Experience

Nuclear Licensing Coordinator

August 2019 – Present

Dominion Energy

Waterford, Connecticut

- Facilitates effective written communication between colleagues, leadership, and key stakeholders to enable collaborative decision making and operations.
- Coordinates complex calendars for 20+ staff, managers, directors, and stakeholders overseeing meeting logistics to ensure adequate time to discuss critical business decisions.
- Collaborates with various departments to ensure information is adequate and correct by using a keen attention to detail.
- Empowers leadership to perform at the highest level by ensuring adequate resources are available to support operations.
- Encourages my team to adapt to technology by introducing new programs and tools to streamline day to day tasks.
- Leveraged Microsoft Excel to analyze a broad spectrum of business insights to inform data-driven strategic decisions from leadership, including trending a \$13M budget.
- Captures key data points and action items during mission-critical discussions to allow for the effective dissemination of information across the organization.
- Manages 100+ Licensed Operator licenses while processing and responding to correspondences quickly.
- Distributes/assigns workload while following procedures to assign an appropriate priority level.
- Tracks all staff expenses using Concur software to ensure accurate accounting and timely reimbursement.

North American Young Generation in Nuclear (NAYGN)

January 2019 – Present

Chapter Chair

Dominion Energy

Waterford, Connecticut

- Encourages members to develop their careers and perform outreach in the community.
- Engages with members to reach out to state representatives to advocate for nuclear power.
- Played an instrumental role kicking off the Chapter by growing membership from 15 people to now 65+ in 3 years.
- Administers the business of the organization by networking and growing the Chapter daily by utilizing social media.
- Appoints and oversees project managers for chapter projects to ensure projects meet deadlines.
- Coordinates and actively works with Executive Sponsor and Executive staff for funding.
- Primary delegate for the Regional Chapter Lead Meetings, aligning with fleet chapters as well as the national core.
- Manages community, public outreach, and professional development events.
- Presides over meetings ensuring agenda items are discussed in a timely manner and action items are assigned an owner.

Process Assistant II

September 2017 – August 2019

Dominion Energy

Waterford, Connecticut

- Developed and facilitated web-based and in-person training for the organization to move to paperless record keeping.
- Facilitated station safety dynamic learning activities for all employees and contractors to ensure safe practices on the jobsite.
- Delivered exceptional service to 100+ customers per day, leveraging extensive product knowledge to troubleshoot challenges and building brand loyalty by providing support and product information.
- Successfully delivered improvements to processes and employee development by creating management guidelines.
- Established and maintained automated electronic records program progress report.
- Successful in building and motivating dynamic teams by clearly communicating the benefits of the end goal.
- Quickly attained knowledge of Documentum and assisted in developing members of the department and organization.
- Safeguarded confidential and non-confidential records both online and hardcopy/microfilm that could be easily attained.

Education

Eastern Connecticut State University

Fall 2014 – Spring 2017

Bachelors Degree in English Spring 2017

Achievements

- Radiation Worker Qualification – October 2020
- NAYGN Individual Achievement Award 2019
- Press Conference Speaker – 2019
- Innovation Spark Tank Regional Finalist - 2019
- Dominion Energy Envoy Ambassador
- Dominion Energy Toast Masters