

NAME

TITLE

000-000-0000 / EMAIL / CITY, STATE, ZIP

Profile

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Experience

Construction Coordinator - Company / Location

MONTH YEAR - Present

- Effectively communicated with stakeholders in the project to ensure they were up to date and satisfied with the project's progress.
- Collaborated with the project coordinator to develop new ideas to streamline the project without compromising safety.
- Documented all project progress and input it into the project management software.
- Reported on all the progress and handed out reports to the appropriate people.

Construction Assistant - Company / Location

MONTH YEAR – MONTH YEAR

- Coordinated material deliveries for construction sites.
- Assisted project coordinators in scheduling construction jobs that pertain to the specific project.
- Scheduled construction workers to be at the job site on time and meetings to ensure everyone has time to sit down and stay updated with the project timeline.
- Performed administrative tasks such as helping with payroll, answering calls, and documenting tasks related to the construction project.

Project Experience

- Completed Townhouse Construction:** Assisted the construction project coordinators and project manager with ensuring the construction for new townhomes was up to code, built on time, and satisfied all goals outlined in the project.

Education

Bachelor's Degree in [Civil Engineering](#) - University of Alabama

MONTH YEAR

- GPA: 3.9
- AWARD
- AWARD

High School Diploma - University of Alabama

MONTH YEAR

- GPA: 3.5
- AWARD
- AWARD

Skills

Expertise

- Construction industry knowledge
- Safety regulation and protocols
- Problem-solving skills
- Time management skills
- Documentation and reporting

Licenses & Accreditations

Licenses & Accreditations

- Construction Management Association of America ([CMAA](#))
- OSHA 30-Hour Construction Industry Outreach Training Program
- Certified Associate in Project Management (CAPM)