




Ryan Miller

Detail-oriented construction administrative assistant with five years of experience supporting project managers in the construction industry. Skilled in contract preparation, permit applications, and vendor coordination. Adept at ensuring smooth operations in fast-paced construction environments.

CONTACT

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 Houston, TX 77002

KEY SKILLS

- Contract management
- Permit processing
- Project scheduling
- Vendor communication
- Worksite documentation

PROFESSIONAL EXPERIENCE

July 2018 - Present

Construction Administrative Assistant | Urban Builders | Houston, TX

- Managed documentation for 20+ ongoing projects, including contracts, permits, and safety compliance records
- Coordinated vendor communications to ensure timely delivery of materials, reducing delays by 15%
- Assist project managers with scheduling and tracking progress across multiple construction sites
- Improved worksite documentation systems, reducing errors by 20%

January 2016 - March 2018

Office Assistant | SteelFrame Construction | Houston, TX

- Organized and maintained project files for residential and commercial construction projects
- Supported office staff with data entry, document preparation, and invoice processing

EDUCATION

Associate of Science (A.S.) in Construction Management

Houston Community College, Houston, TX | June 2016

CERTIFICATIONS

- Certified Construction Office Administrator, Construction Management Association of America, January 2019