




John Adams

Detail-oriented assistant construction manager skilled in site coordination

Experienced professional with six years of experience supporting construction project managers. Proficient in vendor relations, team coordination, and project scheduling.

CONTACT INFORMATION

 (123) 456-7890

 email@example.com

 LinkedIn

 City, ST

KEY SKILLS

- Budget tracking
- Construction scheduling
- Safety compliance
- Site inspections
- Vendor management

PROFESSIONAL EXPERIENCE

June 2017 - Present

Assistant Construction Manager | BuildTech Solutions, Atlanta, GA

- Support construction managers in coordinating multi-site projects valued at \$10 million annually
- Streamlined vendor communication processes, reducing delays by 20%
- Conduct site inspections to ensure adherence to safety and quality standards

May 2015 - June 2017

Site Supervisor | Dynamic Builders, Atlanta, GA

- Managed day-to-day site operations for residential projects, achieving 100% on-time project completion
- Tracked inventory and materials, reducing supply shortages by 15%

EDUCATION

Bachelor of Science in Construction Management

Georgia Institute of Technology, Atlanta, GA | May 2015