


Taylor Reed

Construction Intern

Motivated entry-level construction project manager with academic training and internship experience in project planning, scheduling, and quality assurance. Strong organizational skills and attention to detail.

CONTACT INFORMATION

 (123) 456-7890

 email@example.com

 City, ST, ZIP

KEY SKILLS

- Construction documentation
- Resource planning
- Site supervision
- Task scheduling

EDUCATION

- BACHELOR OF SCIENCE IN CONSTRUCTION MANAGEMENT | UNIVERSITY OF TEXAS | AUSTIN, TX 2023

PROFESSIONAL EXPERIENCE

CONSTRUCTION INTERN | BUILDSTRONG CONSTRUCTION | DALLAS, TX | MAY 2023 TO AUGUST 2023

- Assisted in coordinating daily construction activities for a \$5 million residential housing project
- Monitored safety protocols, contributing to a 100% accident-free worksite during the internship period
- Developed detailed construction schedules, reducing workflow disruptions by 15%

ADMINISTRATIVE ASSISTANT | URBANDESIGN CO. | HOUSTON, TX | JANUARY 2021 TO APRIL 2023

- Managed project documentation for 10+ construction sites, improving filing accuracy by 20%
- Supported project managers by organizing meetings and tracking supply orders

CERTIFICATIONS

- Certified Associate in Project Management (CAPM) | PMI | 2024