




Ethan James


An experienced construction project coordinator with over 8 years in managing residential and commercial construction projects. Skilled in budgeting, scheduling, and risk management, with a proven track record of delivering successful projects while ensuring safety standards and compliance.

CONTACT

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 LinkedIn | Portfolio

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KEY SKILLS

- Construction scheduling
- Risk management and mitigation
- Budget management
- Safety and compliance

PROFESSIONAL EXPERIENCE

Construction Project Coordinator | Skyline Builders, Dallas, TX | March 2017

- Managed the scheduling and coordination of construction activities for multiple residential projects
- Successfully kept projects on time and within budget, reducing overall costs by 10%
- Ensured compliance with safety protocols, contributing to a 100% safety record

Assistant Project Coordinator | Prime Construction Group, Dallas, TX | June 2014 – February 2017

- Supported the senior project coordinator in managing resources and schedules for large-scale commercial projects
- Coordinated meetings, maintained documentation, and handled logistical issues that arose on-site
- Worked with vendors and subcontractors to ensure timely delivery of materials and services

EDUCATION

Bachelor of Science in Construction Management

University of Texas, Austin, TX | May 2014