

RM

Ryan Miller

Construction Administrative Assistant

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.

Location

Houston, TX 77002

Phone

(123) 456-7890

Email

email@example.com

Website

LinkedIn | Portfolio

Education

Houston Community College,
Houston, TX
| June 2016
Associate of Science (A.S.) in
Construction Management

Key Skills

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

Professional Experience

Construction Administrative Assistant, Urban Builders | Houston, TX
July 2018 - Present

- 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%

Office Assistant, SteelFrame Construction | Houston, TX
January 2016 - June 2018

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

Certifications

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