



SL

Sarah Lee

Project Manager

ABOUT ME

Project manager with six years of experience delivering construction and infrastructure projects on time and under budget. Proficient in MS Project, risk management, and stakeholder engagement.

PROFESSIONAL EXPERIENCE

Project Manager | BuildCorp, New York, NY

August 2017 – Present

- Manage \$10 million construction projects, achieving 95% on-time delivery
- Lead cross-functional teams of 20+ on scheduling, budgeting, and quality control
- Introduced risk-assessment protocols that reduced scope creep by 30%

Project Coordinator | Construct LLC, Newark, NJ


May 2015 – July 2017

- Developed project schedules and tracked progress using Primavera P6
- Coordinated subcontractor activities, ensuring compliance with safety standards

CERTIFICATIONS

- PMP (PMI), November 2016

CONTACT

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 LinkedIn | Portfolio

KEY SKILLS

- Scheduling
- Budgeting
- Risk management
- Stakeholder communication
- Quality assurance

EDUCATION

- B.S. Civil Engineering
New Jersey Institute of Technology
Newark, NJ | May 2014