

Taylor Smith

Assistant Project Manager

Supportive Assistant Project Manager with three years of experience coordinating residential and light-commercial builds. Skilled at subcontractor liaison, permit tracking, and site safety inspections. Recognized for keeping projects on schedule and under budget.

Contact



(123) 456-7890



email@example.com



LinkedIn | Portfolio



City, ST 12345

Key Skills

- Subcontractor coordination
- Permit tracking & compliance
- Site safety inspections

Education

- B.S. in Construction Management

State University, City, ST

May 2019

Professional Experience

ASSISTANT PROJECT MANAGER | OAKWOOD HOMES, CITY, ST
MARCH 2021 – PRESENT

- Coordinate scheduling for five residential builds simultaneously, improving crew utilization by 20%
- Track permit submissions and approvals, reducing lead times by 15 days on average
- Conduct weekly safety audits, achieving zero OSHA recordables in 18 months

CONSTRUCTION COORDINATOR | GREENFIELD BUILDERS, CITY, ST, MENLO PARK, CA
JUNE 2019 – FEBRUARY 2021

- Managed material orders for five active sites, cutting stockouts by 30%
- Assisted in RFIs and submittals, supporting a \$5 M portfolio of single-family homes
- Maintained project documentation, ensuring audit-ready records

Certifications

- OSHA 30-Hour Construction Safety | value