



Jamie Wilson

Junior Construction Project Manager

Ambitious entry-level Construction Project Manager with 1 year of internship experience on mixed-use development. Strong foundation in scheduling, budgeting, and on-site coordination. Eager to translate academic knowledge into hands-on management.

CONTACT

 (123) 456-7890

 jamie.wilson@example.com

 LinkedIn | Portfolio

 City, State Abbr. ZIP

KEY SKILLS

- Schedule tracking (Buildertrend)
- Budget log maintenance
- Submittal & RFI coordination
- Site safety inspections

EDUCATION

Bachelor of Science in
Construction Management
Portland State University ,
Portland, OR
May 2021

PROFESSIONAL EXPERIENCE

PROJECT MANAGEMENT INTERN | URBANRISE DEVELOPMENT , PORTLAND, OR
JUNE 2022 – AUGUST 2022

- Assisted PM in tracking schedules for a \$10M loft conversion, maintaining on-time milestones.
- Updated budget logs and processed invoices in Buildertrend, improving invoice accuracy by 95%.
- Conducted site walkthroughs to ensure compliance with safety protocols.

CONSTRUCTION ASSISTANT | PORTLAND BUILDS , PORTLAND, OR
SEPTEMBER 2021 – MAY 2022

- Supported site supervisors in material staging, reducing retrieval time by 15%.
- Organized submittals and RFIs, maintaining a 48-hour response target.
- Drafted daily progress reports for client review.

CERTIFICATIONS

- OSHA 10-Hour Construction Safety, May 2022