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# Jordan Miller

## Construction Project Coordinator

Proactive Construction Project Coordinator with 4 years of experience supporting large infrastructure and commercial building projects. Skilled at schedule updates, submittal tracking, and cross-team communication. Adept at Procore and BIM coordination.

### CONTACT

 (123) 456-7890

 jordan.miller@example.com

 LinkedIn | Portfolio

 City, State Abbr. ZIP

### KEY SKILLS

- Procore scheduling
- BIM coordination
- Submittal & RFI workflow
- Stakeholder communication

### EDUCATION

- Bachelor of Science in Civil Engineering  
May 2017  
University of Houston, Houston, TX

### PROFESSIONAL EXPERIENCE

Project Coordinator | May 2019 - Present  
Metro Infrastructure Co. | Houston, TX

- Maintain Procore schedules for a \$75M bridge replacement, ensuring 100% milestone accuracy.
- Coordinate submittal reviews and approvals, reducing turnaround time from 10 to 4 days.
- Produce weekly BIM clash-detection reports, preventing 20+ on-site conflicts.

Assistant Project Coordinator | June 2017 - April 2019  
Gulf Coast Builders | Houston, TX

- Updated procurement logs and tracked material deliveries, improving on-time delivery by 18%.
- Organized and distributed meeting minutes to 50+ stakeholders.
- Assisted with change-order documentation and cost tracking.

### CERTIFICATIONS

- Certified Associate in Project Management (CAPM), PMI, May 2018