

Alex Brown

Entry-Level Construction Project Manager

Ambitious recent graduate in Project Management with internship experience on multi-unit residential projects. Proficient in Gantt chart scheduling, budget monitoring, and site coordination. Eager to drive efficient project delivery.

KEY SKILLS



- Gantt chart scheduling
- Budget variance tracking
- Site meeting coordination

EDUCATION



B.S. in Project Management

City University
City, ST | June 2022

PROFESSIONAL EXPERIENCE



Project Management Intern | Skyline Developments, City, ST
June 2022 – August 2022

- Created and maintained Gantt schedules for a 12-unit condominium project, improving milestone tracking accuracy by 25%
- Assisted in monthly cost reports, identifying a \$10 K materials variance and prompting corrective action
- Coordinated weekly site meetings, capturing minutes and action items

Site Assistant | ConstructCo, City, ST
September 2021 – May 2022

- Supported site supervision for a \$2 M housing subdivision, monitoring daily labor productivity
- Managed tool and equipment inventory, reducing replacement costs by 15%
- Conducted punch-list walkthroughs, ensuring the timely completion of 95% of items

CERTIFICATIONS



- Certified Associate in Project Management (CAPM), PMI, February 2023