




Contact

-  (206) 555-0117
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-  Seattle, WA

Professional
summary

Detail-oriented recent graduate pursuing a career as a Construction Site Coordinator. Experienced in on-site logistics, reporting, and basic blueprint review through internship and hands-on student projects. Technically proficient with PlanGrid, Revit, and jobsite documentation tools. Committed to delivering quality and safety on every project.

Links

-  ekwprojectplanner

Education

- Bachelor of Science in Construction Engineering, University of Washington | Seattle, WA
- Graduated: Jun 2025
- Relevant Courses: Construction Law, Field Engineering, Materials & Methods
 - Dean's List 4 semesters

Certifications

- OSHA 30 – Issued May 2025
- Forklift Operator Training – Issued Jul 2024

Skills

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|---------------------------|--|
| Jobsite Documentation | <div><div></div><div></div><div></div><div></div><div></div></div> |
| Safety Protocols (OSHA) | <div><div></div><div></div><div></div><div></div><div></div></div> |
| Field Reporting | <div><div></div><div></div><div></div><div></div><div></div></div> |
| Revit & PlanGrid | <div><div></div><div></div><div></div><div></div><div></div></div> |
| Construction Scheduling | <div><div></div><div></div><div></div><div></div><div></div></div> |
| Stakeholder Communication | <div><div></div><div></div><div></div><div></div><div></div></div> |
| Time Management | <div><div></div><div></div><div></div><div></div><div></div></div> |
| Organization | <div><div></div><div></div><div></div><div></div><div></div></div> |
| Conflict De-escalation | <div><div></div><div></div><div></div><div></div><div></div></div> |
| Permit Coordination | <div><div></div><div></div><div></div><div></div><div></div></div> |

Experience

- Site Operations Intern, Howard S. Wright Construction, Seattle, WA**
- June 2024 - August 2024
- Supported the site coordinator in documenting daily activity reports, managed subcontractor check-ins, and tracked material deliveries using digital logs.
 - Helped update and maintain construction schedules in PlanGrid, ensuring all subcontractor dependencies and delivery windows were visible to team leads.
 - Served as liaison between field and office teams, relaying change orders and minor scope modifications to ensure smooth workflow and avoid delays.
 - Participated in safety meetings, helped enforce PPE requirements, and logged incident reports and inspection notes for compliance review.

Additional
Information

- Led student team in national ASC Student Competition (Heavy Civil category)
- Member, AGC of Washington Student Chapter