

Elijah Kwon

Construction Site Coordinator

Contact

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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

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

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