

# Mia Alvarez

Assistant Project Manager

Assistant Project Manager with five years of construction industry experience supporting multi-million-dollar residential and commercial projects. Expertise in procurement, logistics coordination, and OSHA compliance, having delivered cost savings and efficiency gains. Adept at collaborating with architects, contractors, and engineering teams to meet client specifications.



City, ST  
(123) 456-7890  
email@example.com

[LinkedIn](#) | [Portfolio](#)

## Key Skills

Procurement

Logistics Management

OSHA Compliance

Progress Reporting

## Professional Experience

### Assistant Project Manager

Horizon Builders, Portland, OR

August 2020 - Present

- Managed procurement and logistics for 20 projects (\$500K–\$3M), achieving 15% cost reductions through vendor negotiations.
- Coordinated safety inspections and OSHA compliance, reducing on-site incidents by 25%.

### Project Engineer

Summit Construction, Portland, OR

June 2018 - July 2020

- Oversaw site surveys and material ordering for 10 residential builds, streamlining workflows and cutting lead times by 20%.
- Prepared weekly progress reports, improving stakeholder communication transparency.

## Education

B.S. in Construction  
Management

Oregon State University | 2018

## Certifications

CCM | 2019

OSHA 30-Hour | 2020