



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.

PERSONAL INFORMATION



(123) 456-7890



email@example.com



LinkedIn | Portfolio



City, ST

EDUCATION

- B.S. in Construction Management
Oregon State University | 2018

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.

CERTIFICATIONS

- CCM | 2019
- OSHA 30-Hour | 2020