

Emily Davis

Assistant Construction Project Manager

Assistant construction project manager with experience in site coordination

Construction professional with 5 years of experience supporting project managers in scheduling, budgeting, and site coordination.

KEY SKILLS



- Subcontractor management
- Site logistics and inspections
- Construction documentation
- Safety compliance and reporting

EDUCATION



Bachelor of Science in Civil Engineering

University of Michigan, Ann Arbor, MI

PROFESSIONAL EXPERIENCE



Assistant Construction Project Manager | BuildFast Contractors, City, ST,
April 2019 – Present

- Assisted in managing a \$50M commercial project, ensuring compliance with project timelines
- Coordinated subcontractors and materials delivery, reducing site downtime by 25%

Project Coordinator | Reliable Builders, City, ST,
June 2017 – March 2019

- Managed project documentation and permits for residential projects
- Conducted safety inspections to ensure compliance with OSHA standards

CERTIFICATIONS



- OSHA 30-Hour Construction Safety Certification