

OLIVER ANDERSON

Junior Construction Project Manager

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☎ (123) 456-7890

📍 Richmond, VA

🌐 [LinkedIn](#)

WORK EXPERIENCE

Junior Construction Project Manager

DPR Construction

📅 2020 - current 📍 Richmond, VA

- Coordinated end-to-end execution of 17 projects by optimizing workflow and team collaboration through Slack.
- Provided weekly updates through custom-designed reports using Microsoft Office, enhancing stakeholder engagement by up to 24%.
- Achieved a 13% decrease in paper use with document management and markup with Bluebeam Revu.
- **Reduced the chance of missed deadlines by 36%** with effective timeline management by employing Asana.

Construction Coordinator

KBS Inc.

📅 2018 - 2020 📍 Vienna, VA

- Created preliminary 3D models using SketchUp for 12+ small-scale projects, reducing design-related conflicts during the build phase.
- Actively assisted in negotiating contracts for obtaining discounts, **resulting in a 19% average savings.**
- Monitored a cumulative budget of over \$2.3 million across multiple projects, with a 94% accuracy rate in expense tracking.
- Managed material orders using Procore, which led to a reduction in material wastage by 28%.

Construction Apprentice

The Lane Construction Corporation

📅 2017 - 2018 📍 Chantilly, VA

- Completed 246+ hours of on-the-job training focusing on construction management principles and time management.
- Hosted 38+ Zoom meetings for project updates with a 93% attendance by team members, improving overall team communications.
- Served as the point of contact for 27 subcontractors, **ensuring on-time completion of subcontracted work in 92% of instances.**
- Maintained project databases with Microsoft Project, scaling down data retrieval time by 29%.

EDUCATION

Bachelor of Science
Building Construction

Virginia Tech

📅 2014 - 2017

📍 Blacksburg, VA

SKILLS

- Microsoft Office Suite
- Asana
- Bluebeam Revu
- Microsoft Project
- SketchUp
- Procore
- Slack
- Zoom

CERTIFICATIONS

- Associate Constructor (AC)