



# AVA DAVIS

## Assistant Construction Manager

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### PROFESSIONAL SUMMARY

Proactive Assistant Construction Manager with 2 years of experience in overseeing residential and commercial projects. Skilled in coordinating contractor schedules, enforcing safety measures, and ensuring compliance with industry standards. Eager to contribute to project success through effective team collaboration and meticulous attention to detail.

### WORK EXPERIENCE

**Assistant Construction Manager** 📅 Feb / 2024-Ongoing  
**Blue Sky Innovations** 📍 Chicago, IL

- 1. Assisted in project planning and scheduling to ensure timely completion of construction tasks.
- 2. Oversaw design reviews, prepared construction documents, and managed bidding processes.
- 3. Conducted safety and quality control audits to ensure compliance with regulations.
- 4. Coordinated with subcontractors and suppliers to maintain project workflow and quality standards.
- 5. Monitored project budgets and schedules to ensure on-time delivery.
- 6. Identified, documented, and mitigated project risks effectively.
- 7. Maintained comprehensive project documentation and issued weekly progress reports.

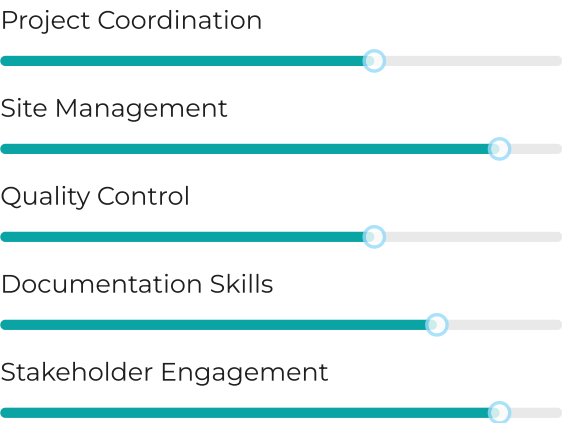
**Assistant Construction Manager** 📅 Feb / 2023-Feb / 2024  
**Cactus Creek Solutions** 📍 Phoenix, AZ

- 1. Prepared budget estimates for tenant improvement projects and managed material procurement.
- 2. Reviewed contract bid paperwork for compliance with project specifications.
- 3. Managed tenant and capital improvement activities from initiation to completion.
- 4. Acted as a liaison among customers, leasing agents, property management, and contractors.
- 5. Implemented standard operating procedures to enhance departmental efficiency.
- 6. Coordinated project activities while assisting three managers with their workloads.

### EDUCATION

**Bachelor of Science in Construction Management** 📅 Feb / 2022 - Feb / 2023  
**University of Southern California** 📍 Denver, CO  
Focused on construction project management, safety protocols, and sustainable building practices.

### SKILLS



### INTERESTS

- 🎮 Gaming
- 👜 Fashion
- 🎬 Film
- 💻 Technology

### STRENGTHS

- ⚖️ Fairness
- ↔️ Flexibility
- ➡️ Forward-thinking
- ❤️ Gratitude

### LANGUAGES



### ACHIEVEMENTS

- ★ Successfully reduced project completion time by 15% through effective scheduling.
- ★ Achieved a 98% safety compliance rating across all managed sites.
- ★ Implemented a new tracking system that improved budget adherence by 20%.