



ALEXANDER SCOTT

Construction Coordinator

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🌐 www.qwikresume.com

💡 SKILLS

Project Management Software

10

Permit Acquisition

7

Communication Skills

9

Problem Solving

8

Site Logistics

10

🏹 INTERESTS

★ Surfing

🌐 Martial Arts

🏠 Community Service

👥 Blogging

👊 STRENGTHS

⌚ Patience

🏔 Perseverance

📅 Planning

⚙ Positivity

🗣 LANGUAGES



English



Spanish



Polish

🏆 ACHIEVEMENTS

🌟 Successfully led a team that completed a \$5M project under budget and ahead of schedule.

🌟 Implemented a new tracking system that reduced project delays by 30%.

🌟 Enhanced safety protocols resulting in a 40% reduction in onsite accidents.

👤 PROFESSIONAL SUMMARY

Results-oriented Construction Coordinator with over 10 years of extensive experience in managing large-scale construction projects. Expert in ensuring project compliance with budgets, timelines, and safety standards while fostering collaborative relationships with stakeholders. Proven ability to implement innovative solutions that enhance operational efficiency and drive project success.

💻 WORK EXPERIENCE

Construction Coordinator

📅 Feb / 2018–Ongoing

Maple Leaf Consulting

📍 Toronto, ON

1. Oversaw construction operations in the absence of the department manager, ensuring seamless workflow.
2. Directed a fast track team to exceed project goals, enhancing customer relations and turnaround times.
3. Assumed additional responsibilities during departmental reorganization to relieve management workload.
4. Allocated projects to construction crews based on skills, significantly boosting project revenues.
5. Supported the construction manager and team in workflow management and operational efficiency.
6. Collaborated in contract creation and review, ensuring competitive pricing and profitability.
7. Streamlined the RFI and submittal processes, expediting project timelines.

Construction Coordinator

📅 Feb / 2015–Feb / 2018

Lakeside Apparel Co

📍 Chicago, IL

1. Managed customer interactions and order placements, maintaining tool inventory efficiently.
2. Coordinated material deliveries and drove company vehicles for logistics support.
3. Oversaw employee supervision, ensuring productivity and adherence to company standards.
4. Maintained high customer satisfaction through effective service delivery.
5. Identified and rectified shipment errors, resulting in significant cost savings for the company.
6. Demonstrated responsibility and dedication in all assigned tasks.

🎓 EDUCATION

Bachelor of Science in Construction Management

📅 Feb / 2012 – Feb / 2015

University of Florida

📍 Chicago, IL

Focused on project management, budgeting, and construction safety.