



AMELIA MOORE

Construction Specialist

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📍 Los Angeles
🌐 www.qwikresume.com

PROFESSIONAL SUMMARY

Dedicated Construction Specialist with 5 years of experience in executing and managing diverse construction projects. Proven ability to ensure compliance with safety regulations, manage budgets effectively, and deliver projects on time. Passionate about driving efficiency and quality in construction processes while collaborating with teams to achieve outstanding results.

WORK EXPERIENCE

Construction Specialist

📅 Mar / 2022-Ongoing

Pineapple Enterprises

📍 Santa Monica, CA

1. Oversaw the installation of new well connections and managed pipeline construction projects.
2. Utilized Excel to create organized project documentation and GIS data management.
3. Collected and analyzed MTRs and X-Ray data for project accuracy.
4. Managed procurement processes, including POs and requisitions for project materials.
5. Coordinated pipeline surveys and ensured accurate as-built documentation post-project completion.
6. Recycled discontinued meter runs for future projects, optimizing resource use.
7. Proactively identified and resolved project challenges to maintain timelines and budget.

Construction Specialist

📅 Mar / 2020-Mar / 2022

Crescent Moon Design

📍 Portland, OR

1. Initiated my construction career as a union carpenter in Chicago at age 18.
2. Interpreted blueprints to facilitate precise floor layouts and wall construction.
3. Executed floor layout by establishing benchmarks and using leveling tools for accuracy.
4. Constructed walls with 16" stud spacing, ensuring proper door and window placements.
5. Applied finishing systems including drywall, paint, and acoustic ceilings with meticulous attention to detail.
6. Collaborated with project teams to enhance workflow and project outcomes.

EDUCATION

Bachelor of Science in Construction Management

📅 Mar / 2018 - Mar / 2020

University of Illinois

📍 Phoenix, AZ

Focused on project management, safety regulations, and construction practices.

SKILLS

Budget Management

Field Supervision

Workforce Coordination

Technical Drawing

Construction Software

Labor Management

INTERESTS

- 🤿 Scuba Diving 🎮 E-sports
📖 Reading Fiction 🧩 Puzzle Solving

STRENGTHS

- 📋 Stewardship 👥 Teamwork
🔗 Tenacity 🔭 Vision

LANGUAGES



ACHIEVEMENTS

- 🌟 Successfully managed a \$1M residential project, completing it 10% under budget and ahead of schedule.
- 🌟 Implemented a new safety training program, reducing on-site accidents by 30% within the first year.