



Michael ANDERSON

PROJECT COORDINATOR

Innovative Construction Operative with a profound understanding of commercial construction dynamics. Expertise in managing complex construction projects, ensuring that all phases are executed within budget and on schedule. Strong analytical skills enable the identification and mitigation of potential risks that may impact project timelines. Experienced in collaborating with multidisciplinary teams, fostering a culture of communication and accountability.

CONTACT

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- 📍 San Francisco, CA

SKILLS

- Project Coordination
- Risk Management
- Sustainable Construction
- Team Collaboration
- Budget Management
- Quality Control

LANGUAGES

- English
- Spanish
- French

EDUCATION

**BACHELOR OF CONSTRUCTION
MANAGEMENT, CITY COLLEGE**

ACHIEVEMENTS

- Completed a major commercial project 15% under budget.
- Recognized for excellence in project management with a company award.
- Implemented a new project tracking system that increased efficiency by 25%.

WORK EXPERIENCE

PROJECT COORDINATOR

Urban Developments

2020 - 2025

- Coordinated all aspects of commercial construction projects, ensuring timely completion.
- Facilitated communication between stakeholders, including clients and subcontractors.
- Monitored project budgets, identifying areas for cost savings and efficiency improvements.
- Developed project schedules and tracked milestones to ensure adherence to deadlines.
- Conducted site visits to oversee work quality and compliance with specifications.
- Assisted in the procurement of materials and equipment for projects.

CONSTRUCTION OPERATIVE

Metro Builders

2015 - 2020

- Participated in the construction of commercial properties, focusing on structural integrity.
- Utilized advanced machinery and tools to enhance productivity and safety.
- Collaborated with engineers to implement design modifications during construction.
- Maintained compliance with health and safety regulations on site.
- Documented daily progress and challenges to inform project management decisions.
- Supported the installation of electrical and plumbing systems in new builds.