



# MICHAEL ANDERSON

## PROJECT COORDINATOR

### CONTACT

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- San Francisco, CA

### SKILLS

- Lean Construction
- Risk Management
- Stakeholder Engagement
- Quality Control
- Scheduling
- Resource Management

### LANGUAGES

- English
- Spanish
- French

### EDUCATION

**BACHELOR OF SCIENCE IN CIVIL ENGINEERING, TECHNICAL UNIVERSITY, 2018**

### ACHIEVEMENTS

- Led a project team that completed a \$5 million commercial renovation ahead of schedule.
- Received the Excellence in Project Management award for outstanding performance.
- Improved project delivery time by 20% through effective team collaboration.

### PROFILE

Dynamic Project Coordinator with a robust background in large-scale construction management and operational oversight. Expertise in fostering productive relationships among stakeholders, ensuring the seamless integration of project components. Proven capability in the application of Lean construction principles to enhance efficiency and reduce waste. Highly skilled in resource allocation, risk assessment, and quality assurance, with an emphasis on delivering projects that meet or exceed client expectations.

### EXPERIENCE

#### PROJECT COORDINATOR

##### Global Construction Solutions

*2016 - Present*

- Directed the planning and execution of commercial construction projects valued at over \$10 million.
- Implemented Lean construction techniques to streamline processes and minimize costs.
- Conducted risk assessments to identify and mitigate potential project delays.
- Collaborated with cross-functional teams to ensure project alignment with business goals.
- Facilitated project kick-off meetings to establish clear objectives and expectations.
- Monitored project performance metrics to ensure adherence to quality standards.

#### CONSTRUCTION ASSISTANT

##### Premier Builders

*2014 - 2016*

- Assisted in the management of various residential construction projects.
- Coordinated the scheduling of subcontractors and labor resources.
- Maintained project documentation and updated stakeholders on progress.
- Conducted site visits to monitor compliance with safety regulations.
- Supported the procurement process for materials and equipment.
- Contributed to the development of project timelines and budgets.