



# MICHAEL ANDERSON

## Project Coordinator

Highly organized Project Coordinator with a focus on residential construction and client relationship management. Extensive experience in overseeing projects that prioritize customer satisfaction and timely delivery. Proven track record of cultivating strong relationships with clients, ensuring their needs are met throughout the construction process. Skilled in managing project timelines, budgets, and resources to achieve optimal results.

### CONTACT

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- San Francisco, CA

### EDUCATION

#### Bachelor of Science in Construction Management

City University  
2017

### SKILLS

- Client Relationship Management
- Project Scheduling
- Budget Management
- Quality Assurance
- Communication
- Team Coordination

### LANGUAGES

- English
- Spanish
- French

### WORK EXPERIENCE

#### Project Coordinator

2020-2023

Home Builders Inc.

- Managed residential construction projects from planning to completion.
- Maintained ongoing communication with clients to ensure satisfaction.
- Coordinated schedules and resources to meet project deadlines.
- Developed project budgets and monitored expenditures closely.
- Conducted quality assurance inspections throughout the construction process.
- Facilitated client meetings to discuss project updates and address concerns.

#### Construction Coordinator

2019-2020

Residential Solutions

- Assisted in the management of residential construction projects.
- Supported project managers in scheduling and resource allocation.
- Maintained project documentation and updated clients on progress.
- Conducted site visits to monitor compliance with safety standards.
- Collaborated with subcontractors to ensure timely delivery of materials.
- Helped resolve project-related issues through effective communication.

### ACHIEVEMENTS

- Successfully completed over 20 residential projects within budget and on time.
- Achieved a 95% client satisfaction rating through effective communication.
- Recognized for exceptional project management skills by senior leadership.