[Street Address]

[City, ST ZIP Code]

[Telephone] | [Website]

[Email]

Jordan Ellis

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| Objective |  | A highly motivated construction manager aiming to leverage a strong background in project management, team leadership, and blueprint interpretation. Seeking opportunities to drive success and contribute positively to outcomes in a forward-thinking construction company. |
| Professional Achievements |  | Project Management & CoordinationEnhanced project workflows, improving efficiency and resource allocation.Maintained schedules and budgets, ensuring projects were completed on time and within budget.Fostered collaboration among teams, leading to successful project outcomes.Construction Supervision & SafetyConducted site inspections to uphold safety and quality standards.Led project teams to meet deadlines and deliver high-quality results. Implemented problem-solving strategies to address on-site challenges effectively. |
| Skills |  | • Project management  • Team leadership  • Machinery operation  • Blueprint interpretation  • Problem-solving and troubleshooting |
| Work History |  | Project Coordinator | GHJ Developers | Seattle, WA June 20XX - Present Site Supervisor | ABC Construction | Seattle, WA June 20XX - June 20XX |
| Education |  | Associate Degree in Construction Management | Seattle Community College [You might want to include your GPA here and a brief summary of relevant coursework, awards, and honors.] |
| References |  | [Reference Name] [Title, Company], [Contact Information] |