

STRENGTHS

-  **Project Intake**
Clarifies client needs early, then turns scattered requests into usable scope information for review.
-  **Stakeholder Coordination**
Keeps architects, facilities teams, contractors, and clients aligned when decisions or priorities shift.
-  **Reporting Discipline**
Builds dashboards from project records, giving leaders a clear view of milestones, risks, and actions.
-  **Record Stewardship**
Maintains confidential files with consistent naming and version control, making information easier to trust.
-  **Practical Improvement**
Turns recurring coordination friction into simpler forms and routines; colleagues gained clearer handoffs.

SKILLS

- Project Coordination

Construction Management

Project Intake

Scope Coordination

Stakeholder Communication

Project Reporting

Dashboards

Project Metrics

Microsoft Excel

PowerPoint

Database Management

Document Control

Confidential Records

Process Standardization

Customer Service

SUMMARY

Project coordinator with five years of experience supporting institutional design, renovation, **deferred maintenance**, **capital renewal**, accessibility, and construction programs. Coordinates **project intake**, scope clarification, records, schedules, dashboards, metrics, reporting, and closeout across concurrent building initiatives. Works with campus clients, architects, engineers, contractors, facilities leaders, consultants, and administrative partners to keep project information clear and decisions moving. Experienced with Microsoft Office applications, Excel, PowerPoint, **database management systems**, document control, confidentiality practices, and standardized project processes. Higher education and healthcare experience supports thoughtful customer service, sound judgment, and practical prioritization when needs compete. Builds useful reports from detailed records and presents information clearly for varied audiences. Brings a construction management degree and a collaborative approach that can support well organized institutional project delivery.

EXPERIENCE

Project Coordinator, Facilities Planning and Construction

Lakeshore University  July 2023 - Present  Chicago, IL

- Coordinates intake, **scope development**, reporting, records, **stakeholder communication**, and administrative delivery for campus renovation, accessibility, deferred maintenance, and capital renewal work. Supports facilities leaders and design professionals through planning, review, delivery, and closeout while balancing concurrent client needs and departmental priorities.
- Organized campus **project intake** records, helping **facilities leaders** review scope, resources, and desired outcomes.
 - Clarified **renovation** needs with clients and architects, documenting decisions before design or construction advanced.
 - Built Excel **dashboards** summarizing milestones, budgets, decisions, and risks for monthly leadership reviews.
 - Maintained confidential database records with consistent naming, version control, and closeout checks across projects.
 - Standardized intake forms and tracking routines, giving planning reviews clearer information without extra administrative steps.
 - Managed competing requests independently, keeping campus, consultant, contractor, and administrative partners informed through clear follow up.

Assistant Project Coordinator

Northstar Medical Properties  June 2021 - June 2023  Oak Brook, IL

- Supported renovation and infrastructure projects across outpatient and administrative facilities. Maintained project logs, meeting records, database entries, metrics, and closeout documentation while coordinating information among facility users, designers, contractors, operations staff, and project managers.
- Maintained project logs for outpatient renovations, keeping planning and construction closeout information organized.
 - Prepared meeting materials and action logs, giving project managers consistent records of decisions and next steps.
 - Coordinated facility user, designer, contractor, and operations updates, surfacing scope conflicts for project leads.
 - Updated database records for contracts, submittals, changes, milestones, and **closeout** materials supporting audit needs.
 - Produced workload charts and **metrics**, helping managers prioritize aging actions across concurrent building projects.

LANGUAGES

English Native

Spanish Intermediate

MY CAREER



● Project Coordinator, Facilities Planning and Construction at Lakeshore University (3.2 Years)

● Assistant Project Coordinator at Northstar Medical Properties (2 Years)

● Construction Management Intern at Midwest Civic Design Collaborative (1 Years)

- Refined intake and reporting templates, making recurring coordination steps easier for project teams to follow.

Construction Management Intern

Midwest Civic Design Collaborative 📅 May 2020 - May 2021 📍 Aurora, IL

Supported municipal facility improvement work under professional supervision. Organized planning records, consultant correspondence, design submissions, meeting actions, project milestones, database entries, and construction documentation while translating detailed project updates into clear information for project managers.

- Assembled municipal planning records and consultant correspondence for supervised facility improvement projects.
- Maintained **Excel** trackers for submissions, information requests, meeting actions, and project milestones.
- Prepared concise status summaries from meeting notes, helping project managers review current decisions.
- Organized electronic files and database entries, correcting duplicate records and incomplete metadata before reviews.
- Converted coordination meeting decisions into action logs, scope notes, and follow up assignments for approval.
- Presented workflow recommendations that supported clearer project requests and more consistent handoffs.

PROJECTS

Campus Capital Renewal Reporting 📅 2024

Created a practical reporting approach for concurrent campus renewal work, connecting project intake, milestone tracking, open decisions, delivery risks, and leadership review. Clear information helped stakeholders focus conversations on resources and next actions.

Healthcare Renovation Records Improvement 📅 2022

Improved organization of renovation records across outpatient facilities by connecting contracts, submittals, changes, milestones, and closeout materials. Reliable histories supported operations, audits, and smoother coordination among facility users and project teams.

LEADERSHIP & AWARDS

- Recognized by facilities leadership for consistent project reporting and clear planning review materials.
- Selected for increased coordination ownership after producing dependable records across concurrent institutional projects.
- Led practical intake process improvements that earned positive feedback from facilities staff and project partners.

EDUCATION

Bachelor of Science in Construction Management

Illinois State University 🎓 GPA: 3.5 📅 2021 📍 Normal, IL

Coursework: Construction estimating, project scheduling, building systems, construction administration

CERTIFICATIONS

- OSHA 30 Hour Construction Safety 📅 2021
- Microsoft Office Specialist: Excel Associate 📅 2022

TECHNICAL SKILLS

- **Microsoft Office:** Microsoft Excel, Microsoft PowerPoint, Microsoft Word
- **Database Management:** Project databases, shared databases, database records
- **Project Reporting:** Status reports, workload charts, executive updates
- **Dashboard Development:** Excel dashboards, milestone dashboards, metrics tracking
- **Document Control:** Version control, file naming, metadata review

- **Construction Administration:** Submittals, change documentation, construction closeout
- **Project Scheduling:** Schedule milestones, action logs, delivery tracking
- **Facilities Projects:** Renovation, deferred maintenance, capital renewal
- **Stakeholder Communication:** Client coordination, consultant coordination, contractor coordination
- **Process Improvement:** Intake forms, standardized workflows, project templates

PROFESSIONAL AFFILIATIONS

- Construction Management Association of America, member focused on institutional project delivery and professional collaboration.
- Association of Physical Plant Administrators, participant in higher education facilities practices and shared learning.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST