Kelsea Allen

📍 Portland, OR • 📞 (555) 123-4567 • ✉️ kelsea.patrick@email.com • www.linkedin.com/in/kel-Allen

**Qualifications Profile**

Highly resourceful and experienced construction manager with over 10 years of combined experience in project coordination, team supervision, and site operations. Skilled in safety compliance, subcontractor management, and on-time, on-budget project delivery. Proven ability to communicate effectively with trades, vendors, and clients while maintaining high standards of quality and safety. Strong organizational and problem-solving skills with a hands-on, solution-focused approach.

* **Project Coordination:** Proven ability to manage timelines, permits, and subcontractor schedules across multiple job sites, proactively resolving logistical challenges to prevent delays and keep projects on track.
* **Team Supervision & Leadership:** Experienced in leading diverse construction crews with clear communication and a collaborative approach, fostering a culture of accountability, safety, and high productivity on every job site.
* **Site Safety & Compliance:** Committed to maintaining rigorous safety standards by enforcing OSHA regulations and site-specific protocols, leading daily safety briefings, and proactively mitigating hazards to prevent incidents.
* **Construction Documentation & Communication:** Skilled in interpreting blueprints, maintaining accurate job site documentation, and providing clear progress updates to clients and stakeholders. Efficiently coordinate inspections and resolve punch list items with professionalism.

**Professional Experience**

**SUMMIT BUILD GROUP** | Portland, OR ***Construction Project Coordinator,*** (2020 – Present)

* Coordinated daily operations across multi-phase construction projects, meeting timelines, budgets, and quality standards.
* Drove procurement, scheduling, and subcontractor workflows to prevent delays and maintain construction progress.
* Actively partnered with the clients, inspectors, and vendors to maintain project alignment and deliver timely updates.
* Enforced job site safety protocols and maintained strict OSHA compliance throughout all phases of construction.

**IRON PEAK CONSTRUCTION** | Salem, OR ***Site Supervisor,*** (2015 – 2020)

* Led construction crews during new builds, remodels, and tenant improvement projects to ensure quality and efficiency.
* Ensured strict adherence to blueprints, schedules, and quality control standards throughout project lifecycles.
* Acknowledged for tracking labor hours, materials, and equipment usage to ensure alignment with project budget goals.
* Supervised the daily safety meetings and trained new hires on job site safety protocols and best practices implementation.

**OREGON CONSTRUCTION SERVICES** | Eugene, OR ***Construction Laborer / Apprentice,*** (2012 – 2015)

* Assisted with framing, drywall, concrete, and general carpentry tasks under the supervision of licensed contractors.
* Reviewed and interpreted construction drawings and layout plans to guide accurate project execution.
* Maintained clean, organized job sites while safely operating a variety of power tools and equipment.

**Educational Background**

Lane Community College, Eugene, OR

**Associate of Applied Science, Construction Technology**

**Certifications**

* *OSHA 30-Hour Construction Safety*
* *CPR/First Aid Certified*
* *Forklift & Aerial Lift Operator Certified*