



Sophia Roberts

Assistant Construction Manager

CONTACT

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United States, Dallas, TX

EDUCATION

2020 - 2024

Bachelor of Science in Construction Science

University of Texas at Arlington, United States, TX

- Coursework: Construction Estimating, Building Information Modeling (BIM), Project Scheduling
- Student Construction Management Association President
- GPA: 3.9/4.0

OSHA 10-Hour Construction Training

April 2024

PROFESSIONAL SUMMARY

Enthusiastic Junior Construction Manager with hands-on experience in supporting project delivery and managing small-scale construction tasks. Equipped with a solid educational foundation in construction science and a passion for learning.

EXPERIENCE

Assistant Construction Manager 2024 - Now BuildWell Construction Group, United States, Dallas, TX

- Assist senior construction managers in supervising multi-million-dollar construction projects.
- Monitor and update project schedules to ensure timely completion of construction milestones.
- Liaise with contractors, suppliers, and site personnel to guarantee alignment with project goals.
- Prepare project reports, including budget updates, material orders, and labor schedules.

Construction Intern 2023 - 2023 Urban Builders LLC, United States, Dallas, TX

- Supported senior managers in preparing cost estimates and project schedules.
- Helped monitor site activities and assisted in addressing field challenges during construction.

SKILLS

Project coordination and documentation	★★★★★
Construction cost estimating	★★★★★
Site inspections and safety monitoring	★★★★★
Building codes	★★★★★
Blueprint reading	★★★★★
Team management	★★★★★