

Site Assistant Coordinator

Daniel Reyes

Professional summary

Veteran infantry leader transitioning into construction coordination. Strong background in crew management, planning, and field operations. Known for attention to detail, safety-first mindset, and on-time project execution.

Experience

Site Assistant Coordinator

February 2024 - Now

BuildRight Construction Group / Aurora, CO

- Assist the site supervisor with daily operations on multi-million-dollar commercial projects, coordinating 30+ workers and multiple subcontractors.
- Maintain updated inventory records, handle logistics for supply deliveries, and ensure equipment is properly checked in and secured.
- Conduct site walkthroughs to verify safety measures, address issues, and communicate updates to management.
- Designed a digital checklist tool that minimized inspection-related errors and improved compliance with OSHA guidelines.

Team Leader (Infantry)


January 2015 - October 2023


U.S. Army – 10th Mountain Division / Fort Drum, NY


- Led a small unit in high-stress environments, executing patrols, base construction, and tactical support operations across a range of climates.
- Trained in and operated heavy machinery, often serving as acting supervisor for equipment staging and construction prep.
- Oversaw routine fortification efforts, improving site security and operational efficiency during joint exercises abroad.
- Commended for resourceful problem-solving under limited-supply conditions during deployment in Arctic regions.

Additional Information

- Member, Colorado Veterans in Construction
- Intermediate knowledge of AutoCAD

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 Denver, CO

Education

Construction Management Certificate

Red Rocks Community College | Lakewood, CO | Graduated: 2023


























OSHA 30-Hour Construction

2025

NCCER Core Construction

2024

Skills

Site supervision	    
Safety compliance	    
Crew scheduling	    
Equipment management	    
Field reporting	    
Time-sensitive planning	