JULIAN MERCER

PROJECT COORDINATOR

San Francisco, CA | (415) 555-0148 | julian.mercer@email.com | linkedin.com/in/julianmercer

PROFESSIONAL SUMMARY

Project Coordinator with 4+ years supporting construction and technology delivery teams. Maintains schedules, budgets, and status reporting, and keeps stakeholders aligned so projects finish on plan.

PROFESSIONAL EXPERIENCE

Project Coordinator Mar 2023 - Present
Turner Construction, Dallas, TX

- Coordinate submittals, RFIs, and meeting minutes for a $38 million office build, closing 90% of RFIs within the contract response window.
- Updated the master schedule weekly in Procore and flagged three delays early enough for the superintendent to resequence trades.
- Tracked subcontractor invoices against the budget and flagged cost variances to the project manager each month.
- Prepared weekly owner reports that replaced three separate status emails.
- Monitor safety documentation, including orientation records and toolbox talk sign-ins, for 40 on-site workers.
- Compiled and distributed a three-week look-ahead schedule each Friday for the superintendent and trade partners, which improved trade readiness at the start of each week.
- Prepared pay application packages with the project manager by checking backup for each subcontractor line item and the stored materials list.

Project Assistant Jun 2021 - Feb 2023
Jacobs Engineering, Dallas, TX

- Maintained the document control log for infrastructure design packages and kept revisions traceable across teams.
- Scheduled design review meetings with up to 25 attendees and followed up on open action items.
- Built a risk register with the project manager and reviewed it every two weeks.
- Tracked closeout documents such as warranties and as-built drawings for three completed packages.
- Reconciled purchase orders with vendors and the accounting team each month.
- Assisted a design team on a tenant improvement project by tracking drawing issue dates and redlines against the delivery schedule.
- Wrote meeting agendas and minutes for client and design team meetings, with action items assigned to named owners and due dates.

Project Engineering Intern May 2020 - Aug 2020
Skanska USA, Dallas, TX

- Logged submittals and RFIs for a hospital addition and tracked their status in a shared spreadsheet reviewed weekly by the project engineer.
- Walked the site with the superintendent each week and photographed completed work for progress reports.
- Updated drawing sets and distributed revisions to subcontractors, cutting questions about outdated plans.

CORE SKILLS

Project scheduling | Status reporting | Budget tracking | RFI and submittal management | Stakeholder communication | Risk register maintenance | Meeting facilitation | Document control | Procore | Microsoft Project | Smartsheet | Excel | Vendor coordination

CERTIFICATIONS

Certified Associate in Project Management (CAPM), PMI | OSHA 30-Hour Construction

EDUCATION

B.S. in Construction Science, Texas A&M University, College Station, TX