

Naomi Wang

Construction Manager

(123) 456-7890 | <mailto:naomi.wang@gmail.com> | New York, NY | bandana.co/profile/naomiwang

PROFESSIONAL SUMMARY

Passionate about a career in construction management where I can apply my knowledge of project coordination and team leadership. My recent role as a project assistant for a local community refurbishment initiative and coursework in construction management have equipped me with relevant skills and a strong interest in this field.

WORK EXPERIENCE

Project Assistant Community Refurbishment Initiative, New York · **March 2023 - Present**

- Assisting in planning and coordinating community refurbishment projects, gaining firsthand insight into the role of a Construction Manager.
- Collaborating closely with team members and volunteers to ensure smooth execution of tasks.
- Contributing to administrative duties including scheduling, procurement, and documentation.

EDUCATION

Bachelor of Science in Construction Management, City College of New York New York, New York

SKILLS / LANGUAGE / CERTIFICATIONS

- Hard skills:* Basic AutoCAD, MS Project, Understanding of Contract Negotiation, Scheduling.
- Soft skills:* Leadership, Time Management, Problem-solving, Communication, Collaboration.
- Language:* English (Native), Mandarin (Fluent).

INTERESTS

Art History, Volunteering for Community Projects, Hiking, Photography.

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