

# Neysa Forgit

Construction Coordinator

## Profile

Results-driven Construction Coordinator with 5 years of experience in managing and executing construction projects. Adept at coordinating with clients, contractors, and architects to ensure timely completion of projects while maintaining budget constraints. Skilled in permit acquisition, project scheduling, and quality control. Proven ability to multitask and prioritize effectively in fast-paced environments, ensuring client satisfaction and project success.

## Employment History

### Construction Coordinator at Walbridge, MI

Mar 2023 - Present

- Successfully managed the construction of a \$50 million commercial building project in Michigan, completing it two months ahead of schedule and 5% under budget.
- Oversaw the coordination of all subcontractors, suppliers, and labor forces for a large-scale industrial facility expansion, resulting in a 20% increase in production capacity and a 10% reduction in energy consumption.
- Implemented a new project management software system across all Walbridge construction projects, increasing efficiency by 30% and reducing overall project delivery times by 15%.

### Assistant Construction Coordinator at Barton Malow Company, MI

Aug 2018 - Feb 2023

- Successfully managed a \$50 million commercial construction project, completing it 2 weeks ahead of schedule and 5% under budget, resulting in increased client satisfaction and repeat business for Barton Malow Company.
- Streamlined procurement processes for construction materials, reducing lead times by 15% and cutting costs by 10%, contributing to improved efficiency and profitability on multiple projects.
- Coordinated and supervised a team of over 100 subcontractors, ensuring timely completion of tasks and maintaining strict adherence to safety regulations, resulting in a 20% reduction in workplace accidents and injuries.
- Implemented a new project management software system that increased team collaboration and communication, leading to a 25% improvement in project completion times and a 10% increase in overall productivity.

## Education

### Associate of Applied Science in Construction Management at Lansing Community College, Lansing, MI

Sep 2014 - May 2018

Relevant Coursework: Construction Materials and Methods, Construction Estimating, Project Scheduling, Construction Law and Contracts, Building

## Details

[neysa.forgit@gmail.com](mailto:neysa.forgit@gmail.com)

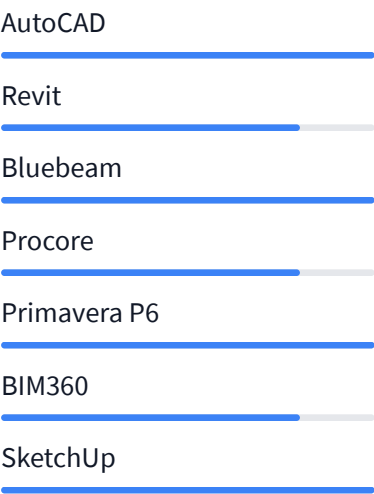
(394) 637-1868

123 Maple Street, Grand Rapids, MI 49503

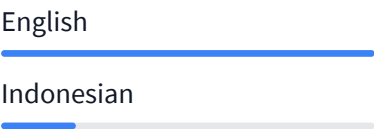
## Links

[linkedin.com/in/neysaforgit](https://www.linkedin.com/in/neysaforgit)

## Skills



## Languages



## Hobbies

Woodworking  
Model building  
Photography