

Marisol Vega

Assistant Project Manager

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SUMMARY

Assistant Project Manager with 2 years at a Phoenix general contractor, currently on a \$38M medical office building. Tracks submittals, RFIs and change orders in Procore, marks up drawings in Bluebeam and keeps project budgets current in Microsoft Excel. Brings attention to detail and the communication skills that owners, architects and subcontractors expect.

EXPERIENCE

Assistant Project Manager 06/2024 - Present

Desert Ridge Builders Phoenix, AZ

General contractor building healthcare, office and multifamily projects from \$10M to \$60M across the Valley.

- Manage the submittal and RFI logs in Procore for a **\$38M** medical office building, closing 410 RFIs in 4 days on average.
- Estimate 65 change orders worth \$1.9M from subcontractor quotes and route each one for owner approval.
- Update the monthly cost report in Microsoft Excel, tracking committed costs against a 2,100-line budget.
- Review plan revisions in Bluebeam and issue 34 drawing bulletins to 22 subcontractors without a missed sheet.

Project Management Intern 05/2023 - 08/2023

Sun Valley Construction Group Tempe, AZ

Summer internship on a 240-unit garden-style apartment community.

- Compiled the closeout binder for 240 units, collecting warranties and O&M manuals from 18 trades.
- Built a three-week look-ahead scheduling sheet in Excel that the superintendent used in daily huddles.
- Logged 120 daily reports and progress photos in Procore during framing and drywall.
- Drafted weekly meeting minutes in Microsoft Word and tracked action items in Outlook until each one closed.

SKILLS

Procore • Bluebeam
Microsoft Excel
Microsoft Word • Outlook
PowerPoint • Scheduling
Project Management
Attention to Detail
Communication Skills

EDUCATION

Bachelor of Science

05/2024

Arizona State University

Tempe, AZ

Construction Management

CERTIFICATES

**OSHA 30-Hour
Construction Safety**

OSHA Outreach Training
Program

09/2024