



JOSE GARCIA

ASSISTANT PROJECT
MANAGER / COORDINATOR

CONTACT

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EDUCATION

**Associate degree in
Engineering design**
Renton Tech
2016

HS Diploma
Evergreen TECH
HighSchool
2010

SKILLS

- Communication
- Teamwork
- Critical thinking
- Time management
- Leadership
- Adaptability
- Project Management
- Bilingual (Span/Eng)
- Customer Service
- Bluebeam

WORK EXPERIENCE

Assistant PM / Project Coordinator

Schuff Steel | Bellevue, WA | Aug 2022 – Sept 2024

Plan and designate project resources, monitor progress, and keep stakeholders informed the entirety of the project. Keep track of change orders and find alternative solutions. Constant communication with fabrication, vendors and client. File invoices Revise drawing for changes and document for estimating. Meet deadlines in timely manner & update /distribute architectural construction plans

Assistant Project Manager

Omni Rebar | 7month- extended 1yr contract | Long Island, NY | Dec 2021 – Nov 2022

File, email, quality control and supervise detailers. Make sure drawings/materials are on time and top company quality. Meet deadlines and distribute architectural plans to correct detailer for drawing and fabrication

Rebar Detailer

CMC Rebar | Dallas, TX | Aug 2018 – Oct 2021

Read detail blueprints for rebar dimensions and quantities. Create 2D drawings showing detailed rebar placement. Communicate with customer for clarifications, delivery dates and locations. Making sure customer is satisfied with 2D drawings as well as rebar weight. Communicating and coordinating with Scheduling and fabrication shop to meet customer needs. Work with other engineers/ detailers on group projects to read, project and divide project for faster and more accurate detailing. Performing from customer service by email, phone and in person to blueprint reading & detailing rebar specifications.

Rebar Detailer

Puget Sound Steel | Internship | Kent, WA | Mar 2016 – Jan 2017

Jr. detail engineer reading blueprints and transfer rebar detail on to ASA program & AutoCAD. Assisting in smaller projects for faster production of company. Preparing rough drafts by reviewing blueprints, specifications & calculations. In person, phone and email customer service for drawing confirmations, fabrication, shipping & delivery. Communication with fabricators for project details and special rebar connection inventory.