Kendall Chen

Project Engineer

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SUMMARY

Project engineer with 5 years in commercial construction, managing submittals, RFIs and subcontractor coordination for projects up to $40M. Tracked the submittal log on a 180,000-square-foot office build that hit zero schedule delays from documentation, and caught a structural steel conflict that avoided a 3-week rework. Proficient in Procore, Bluebeam and MS Project.

EXPERIENCE

Project Engineer — Harlow Construction Group

Charlotte, NC · Mar 2022 – Present

- Manage the submittal and RFI log for a $40M, 180,000-square-foot office building, processing an average of 25 submittals a week with zero schedule delays traced to documentation.
- Caught a conflict between structural steel shop drawings and MEP coordination before fabrication, avoiding an estimated 3-week rework and $85K in costs.
- Coordinate 18 subcontractors through weekly progress meetings, tracking open items in Procore and closing 90% within the agreed week.
- Prepare monthly cost reports comparing budget to actual across 12 cost codes, flagging 2 trade overruns before they exceeded contingency.

Assistant Project Engineer — Benson & Pike Builders

Charlotte, NC · Jun 2020 – Feb 2022

- Tracked 400 submittals across 2 concurrent retail build-outs, maintaining a current log reviewed weekly by the project manager.
- Took field measurements and photos for 15 RFIs a month, cutting average RFI response time from 8 to 5 days.
- Assembled closeout documentation for a $6M renovation, delivering the O&M manual and warranty binder 2 weeks ahead of the contract deadline.

SKILLS

Project controls: Submittal and RFI tracking, schedule management (MS Project, P6), cost reporting

Software: Procore, Bluebeam, AutoCAD (basic), Microsoft Project, Excel

Construction: Shop drawing review, subcontractor coordination, punch list and closeout management

Documents: Contract review, change order processing, meeting minutes

CERTIFICATIONS

OSHA 30-Hour

Procore Certified: Project Manager

EDUCATION

B.S. Construction Management, UNC Charlotte, 2020

Fictional example by FindAJobAI: the person, employers and numbers are invented.