

PROJECT MANAGER

Ryan Mitchell

Construction Project Manager | Commercial Building & Safety

CONTACT

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SUMMARY

Construction Project Manager with 3.5 years of experience delivering commercial and tenant-improvement projects up to \$8M for a general contractor. Completed 11 projects with 95% on-schedule delivery and an average 2.4% under budget, maintained zero lost-time incidents, and managed 40+ subcontractors. Skilled in Procore, scheduling, cost control, subcontractor management, and owner and architect coordination.

SKILLS

Project Management: Budgeting & Cost Control, CPM Scheduling, Subcontractor Procurement & Management, RFIs & Submittals, Change Orders, Owner/Architect Coordination, Closeout & Punch Lists, Risk Management
Safety & Quality: OSHA Compliance, Site Safety Planning, Quality Control, Pre-Construction Planning, LEED Basics
Software: Procore, Microsoft Project, Primavera P6, Bluebeam Revu, AutoCAD (Review), Sage 300, Excel (Advanced)

EXPERIENCE

Project Manager

Jun 2023 – Present

Sonoran Builders Group — Phoenix, AZ

- Manage ground-up and tenant-improvement projects from \$1.5M to \$8M; delivered 11 projects with 95% on schedule and an average of 2.4% under budget.
- Oversee 40+ subcontractors and suppliers; negotiated buyout savings of \$410K on a \$6.8M medical-office building.
- Process 600+ RFIs, submittals, and 90+ change orders per year in Procore while maintaining a 3-day average turnaround.
- Maintained zero lost-time incidents across 3 active sites through weekly safety audits and toolbox talks.
- Led owner, architect, and city inspection coordination, achieving first-pass approval on 94% of inspections.

Assistant Project Manager

Jul 2022 – May 2023

Valley Commercial Contractors — Tempe, AZ

- Supported 4 commercial projects totaling \$14M by tracking budgets, schedules, submittals, and pay applications.
- Built a cost-tracking dashboard in Excel that reduced month-end reporting time by 35%.
- Coordinated closeout documentation and punch lists for 6 projects, shortening closeout by 3 weeks on average.
- Assisted estimators with takeoffs and bid leveling on \$20M of bids.

SELECTED PROJECT

Medical Office Building, 42,000 SF: delivered 3 weeks early and \$165K under budget; earned a client commendation and repeat contract.

EDUCATION

Bachelor of Science in Construction Management

Arizona State University — Tempe, AZ
2022 | GPA 3.6

CERTIFICATIONS

- OSHA 30-Hour Construction
- Associate Constructor (AC), American Institute of Constructors
- LEED Green Associate
- CAPM — in progress