

Zachary Chamis

Aurora, CO | (941) 445-1693 | zachchamis@gmail.com

PROFESSIONAL SUMMARY

Operations and Project Coordination professional with 6+ years of experience supporting cross-functional teams to deliver business initiatives on time and within budget. Proven track record managing schedules, resource allocation, and stakeholder communication across projects ranging from \$10K up to \$120K. Skilled in process optimization and status reporting using tools such as MS Teams, CRM Software, and Excel. Recognized for improving schedule adherence through standardized documentation and workflow tracking.

CORE COMPETENCIES

Operations Management • Time Management • Adaptability • Communication (verbal and written) • Resource Allocation • Multi-Location Operations • Fleet Management • Inventory Management • Dispatch • Logistics Coordination • Vendor & Client Coordination • Permit Compliance • Quality Control • Cost Control • Project Scheduling • CRM (Salesforce, ServiceTitan) • Microsoft Office (Word, Teams, Excel, Outlook) • File Management • Facilitate Meetings

PROFESSIONAL EXPERIENCE

Project Coordinator

Trench Right | Commerce City, CO
December 2023–March 2026

- Directed daily operations for 20+ field crews, balancing schedules, staffing needs, and project priorities to support consistent on-time completion.
- Managed job dispatching across 3 Colorado locations, helping allocate crews and resources efficiently across multiple active projects.
- Coordinated permitting and compliance requirements with municipal governments, ensuring that all approvals were secured to support uninterrupted field operations.
- Supported management of a 100+ vehicle and equipment fleet, including trucks, trailers, and excavation machinery, maintaining fleet readiness at all times.
- Coordinated with utility locating providers to uphold site requirements and reduce the risk of service-line damage, safety incidents, and project disruptions.

Operations Administrator

European Rolling Shutters | San Jose, CA
August 2020–December 2023

- Managed end-to-end business operations for assets generating \$5M+ annual revenue.
- Coordinated production and installation workflows for up to 300 jobs annually, helping prioritize materials, documentation, scheduling, and operational requirements to keep projects moving toward completion.
- Rebuilt and optimized Excel-based production documents and workflows, streamlining production processes, and significantly reducing the time required to organize and process job information.

- Coordinated communication between clients, estimators, production teams, and installation personnel, ensuring project requirements and job information were accurately communicated throughout the workflow.
- Assisted directly with manufacturing and installation operations, gaining hands-on experience with production processes, material requirements, quality considerations, and the practical execution of customer projects.

Client Associate (Seasonal)

Merrill Lynch | Palo Alto, CA

March 2020–August 2020

- Provided operational and administrative support to a Financial Advisor team overseeing \$15M+ in client assets, supporting daily account servicing and transaction-related activities.
- Processed routine client fund transfers and account transactions, maintaining accuracy and timely execution while handling sensitive financial information.
- Reviewed and corrected trade-related discrepancies, coordinating with internal teams to resolve transaction errors and ensure accurate account records.

Education

High School Diploma | Venice High School | Venice, FL