

JORGE RIVAS

Operations & Project Coordinator | Civil Engineering Background | Bilingual (English/Spanish)
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PROFESSIONAL SUMMARY

Bilingual Operations & Project Coordination professional with a Civil Engineering foundation and 7+ years supporting U.S.-based construction, real estate, and engineering teams remotely. Proven track record coordinating 20+ vendors and 30+ concurrent projects simultaneously, managing documentation and AP workflows, and keeping cross-functional stakeholders aligned. Known for strong attention to detail, proactive follow-through, and clear written and verbal communication across time zones.

CORE COMPETENCIES

Vendor & Contractor Coordination • Cross-Functional Communication • Document Control & Compliance • Accounts Payable & Invoice Tracking • Multi-Project Prioritization • Problem Solving & Follow-Through • Bilingual Communication (English/Spanish) • Client & Stakeholder Relations • Process Standardization • Remote Team Collaboration • Time Management • Attention to Detail

WORK EXPERIENCE

Construction Manager Assistant — Evoke Capital

Dec 2025 – May 2026

- Coordinated 20+ contractors and vendors across multiple U.S. states, scheduling installations, repairs, inspections, and service follow-ups for multi-location manufactured housing communities.
- Tracked 30+ concurrent home construction projects, maintaining timelines, permits, inspections, and approval-ready documentation to reduce delays and payment bottlenecks.
- Maintained organized digital document control system for permits, COIs, W-9s, inspection reports, warranty documents, and invoices, ensuring accuracy before project closeout.
- Reviewed invoices against completed scopes and supporting documentation, confirming work completion before routing items for payment processing.
- Resolved vendor warranty issues by coordinating directly with HVAC, appliance, and manufacturer vendors, tracking service visits and outstanding documentation to closure.
- Prepared status reports and served as communication liaison between contractors, inspectors, utility companies, and property managers to keep leadership informed.
- Compiled project, inspection, vendor, and invoice data across multiple locations to support operational reporting and management review.

Structural Engineer — Grispen Technologies

Dec 2023 – Aug 2025

- Managed multiple engineering projects simultaneously, tracking deadlines, budgets, technical requirements, and quality standards to ensure on-time delivery.
- Coordinated client meetings, technical reviews, and internal project discussions, communicating updates and resolving issues proactively with stakeholders.
- Maintained detailed project documentation, schedules, and progress reports, improving accuracy and organization for management review.
- Authored and implemented a company-wide Technical Drawing Manual, standardizing design documentation and drawing control procedures.
- Reviewed design requirements, clearance constraints, and technical documentation to support compliance with ISO, DNV, ASME, and AISC standards.

Administrative Assistant — Real Property Associates

Sep 2018 – Sep 2023

- Supported a U.S.-based property management team remotely, managing recurring administrative workflows, documents, schedules, and follow-ups across multiple locations.
- Processed high-volume vendor invoices, utility bills, and credit card transactions, organizing payment documentation to ensure timely, accurate payments.
- Prepared financial reports, expense summaries, and budget tracking files using Excel, Google Sheets, and cloud-based tools for accounting and management stakeholders.
- Maintained structured digital filing systems for records and lease agreements across 300+ properties, improving document retrieval efficiency.

- Coordinated maintenance requests and work orders between vendors, contractors, tenants, and internal staff, reducing turnaround delays.
- Created internal checklists and standard operating procedures for billing, payment coordination, and remote operations, improving process consistency.
- Delivered professional, high-quality customer service to vendors, tenants, and contractors in a fast-moving remote environment.

EDUCATION

Bachelor of Science in Civil Engineering

Central American University (UCA), Managua, Nicaragua — June 2021

TECHNICAL SKILLS

AutoCAD • Revit • Civil 3D • Autodesk Inventor • Ansys Workbench • SpaceClaim • STAAD.Pro • Bluebeam Revu • AppFolio • Mathcad • SMath • Microsoft 365 (Excel, Project, Word, Outlook) • Python • Blender • DaVinci Resolve