

Amir Afifi

PROFESSIONAL SUMMARY

Assistant Project Manager with experience supporting billion-dollar commercial and infrastructure programs across general contracting, specialty design-build, owner-side development, and vertically integrated manufacturing. Coordinated RFIs, submittals, procurement, field execution, change documentation, and closeout for the *Beverly Hilton* renovation and the bespoke façade of the *Lucas Museum of Narrative Art*. Supported infrastructure delivery within *The Boring Company's* integrated design, manufacturing, and construction operation. Brings direct experience coordinating contractors, engineers, fabrication teams, and field leadership on complex, fast-paced projects.

EXPERIENCE

Plant Construction – Los Angeles, CA | Assistant Project Manager | March 2026- Present

- Managed RFI and submittal workflows for the *Beverly Hilton* renovation within the \$10B *One Beverly Hills* development, coordinating with architects, subcontractors, and field leadership to resolve conflicts and maintain construction progress.
- Tracked closeout deliverables, including O&M manuals, warranties, record drawings, and as-built documentation.
- Prepared and maintained client change orders, subcontracts, subcontractor change orders, meeting minutes, and project documentation.

Roschmann Construction – Los Angeles, CA | Assistant Project Manager | June 2024 - March 2026

- Coordinated engineering, procurement, fabrication, quality control, scheduling, and field installation for the bespoke design-build façade of the \$1.5B *Lucas Museum of Narrative Art*.
- Managed RFIs, submittals, change documentation, procurement trackers, manpower records, and schedules across active façade installation.
- Reviewed shop drawings, fabrication packages, installation drawings, surveys, and 3D models to identify dimensional conflicts and coordinate field resolutions with designers and installation teams.

The Boring Company – Las Vegas, NV | Business Operations | January 2024 - April 2024

- Supported infrastructure delivery across a vertically integrated organization that designed, manufactured, and installed tunneling systems in-house.
- Coordinated procurement and material availability with internal design, manufacturing, operations, and field-construction teams.
- Developed construction and procurement KPIs and redesigned the physical inventory system around forecasted material demand, improving visibility and accelerating ordering workflows.

The Cosmopolitan of Las Vegas – Las Vegas, NV | Project Development Intern | May 2022 – Aug 2022

- Gained hands-on exposure across 12 core hotel departments, including operations, capital planning, facilities to understand resort operations.
- Supported owner-side reviews of electrical and security systems, coordinating observations with facilities, design, and capital-planning teams.
- Assisted development research related to land acquisition, project requirements, and building-system criteria for future hospitality investments.

EDUCATION

University of Southern California | Los Angeles, CA | Bachelor of Science in Real Estate Development

- Relevant Coursework: Construction Contracts, Building Systems, Infrastructure & Utilities, Budgeting & Project Finance, Entitlement Process.

CERTIFICATIONS

- **OSHA 10-Hour Construction Safety and Health Training** (U.S. Department of Labor)
- **LEED Green Associate** (U.S. Green Building Council)

SKILLS

Construction Skills: Construction drawing interpretation, quantity takeoffs (QTO), CPM scheduling, document control, submittal/RFI tracking, field coordination, total station operation, clash detection.

Technical Tools: Procore, Bluebeam, AutoCAD, Revit, Navisworks, Rhino 3D, Primavera, Microsoft Office, Civil 3D, Fieldwire

LEADERSHIP & INVOLVEMENT

USC Marshall Real Estate Investment Trust Fund | Los Angeles, CA | Jan 2023 - May 2023

- Managed \$1.1M real estate portfolio; developed and presented a healthcare asset repositioning strategy using market data and financial modeling.