

Nikita Zhurov

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Construction Project Coordinator | Client Relations & Operations

PROFESSIONAL SUMMARY

Client-facing operations professional with 3+ years of experience in contract administration, stakeholder management, and cross-functional coordination. Relocated to the United States in 2023. Transitioning into construction project management, bringing transferable skills in delivery tracking, billing compliance, and vendor communication. A long-term focus on construction and real estate development. Positioned to add immediate value in project coordination, RFI tracking, and client-facing operations on GC or developer teams.

RELEVANT EXPERIENCE

Computer-Assisted Legal Research "Consultant Plus"

B2B Account Manager | Project & Client Coordination

Feb 2022 – Nov 2022

Moscow, Russia (Hybrid)

- Managed a portfolio of 65+ long-term B2B accounts — coordinating service delivery, resolving billing disputes, and ensuring full contract compliance across the client lifecycle.
- Conducted 4–6 daily in-person client meetings; maintained relationship health and proactively addressed emerging issues before escalation.
- Negotiated contract renewals and terms, achieving a 96% client satisfaction score across the portfolio.
- Provided on-site software installation, technical troubleshooting, and user training — building vendor and subcontractor coordination experience.

Research Center "Control Systems"

B2B Account Manager (details available on request)

Oct 2020 – Dec 2021

Barnaul, Russia (Remote)

"Okna Siti Smolensk" LLC

Operations Coordinator & Client Relations (Contract)

Aug 2019 – Aug 2020

Smolensk, Russia (Hybrid)

- Served as the primary point of contact for residential clients, managing the full project cycle from inquiry and order intake through production coordination and final delivery.
- Coordinated client requirements with the production team to ensure accurate order fulfillment, on-time delivery, and quality standards.
- Supervised on-site unloading and installation of window units at assigned project areas, ensuring safe handling and quality standards during delivery and setup.
- Conducted final quality walkthroughs prior to handoff, resolving outstanding issues and ensuring client satisfaction at project close.

EDUCATION & CREDENTIALS

Gold Coast School of Real Estate

Florida Real Estate License (In progress)

July 2026

Bauman Moscow State Technical University

Bachelor's in Engineering Business and Management

June 2019

SKILLS

Project Coordination & Scheduling, Subcontractor & Vendor Communication, RFI / Submittal / Change Order Support, Contract Administration, Billing Compliance & Invoicing, FL Real Estate License, Procure, HubSpot CRM, MS Dynamics 365, Cross-Functional Coordination, Client Onboarding & Implementation, Stakeholder Management, AI Tools & Workflow Automation

Languages

English — Fluent

Russian — Native

Spanish — Beginner