

# Peter Johnston, PhD

## PROJECT & OPERATIONS COORDINATOR — AEC · OFFICE TECHNOLOGY

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Construction project coordinator with a research scientist's rigor and a builder's instinct for process improvement. I coordinate subcontractors, suppliers, materials procurement, scheduling, and client communication across dozens of concurrent jobs in the insurance-restoration and custom-build space — and I build the systems that make that coordination faster and more accurate. I pair advanced spreadsheet and document-automation skills with AI-assisted tooling to turn repetitive tasks into reliable systems, comfortable both running an AEC office day to day and improving the technology that runs it.

### ■ CORE COMPETENCIES

**OPERATIONS & COORDINATION** — concurrent-job coordination · subcontractor & vendor coordination · materials procurement and order tracking · scheduling & milestones · document control · client communication

**PROCESS IMPROVEMENT & AUTOMATION** — removing manual bottlenecks · workflow design · document-generation automation · procurement reconciliation · AI-assisted tooling · idea-to-rollout

**DOCUMENTATION & PRODUCTIVITY** — advanced spreadsheet modeling (pivots, cost & markup analysis, external data) · templated document generation · Google Workspace + Apps Script · MS Office · Adobe CC (20+ yrs)

**INDUSTRY KNOWLEDGE** — insurance restoration · subcontractor scoping & competitive bidding · finishing-materials selection & allowances · Xactimate workflows · construction procurement

### ■ EXPERIENCE

#### Grey Wolfe Construction — Project Coordinator

JAN 2026 — PRESENT · SEATTLE, WA

*Coordinate insurance-restoration and custom-build projects end to end while building the internal systems that run the office.*

- Coordinate dozens of concurrent projects — subcontractor/supplier coordination, scheduling, materials procurement, document control, and client communication.
- Led design and rollout of the company's project-tracking system: six connected applications replacing scattered spreadsheets with a single live source of truth, used daily by field crews, the warehouse, and office staff.
- Automated office document production — finishing-selection letters, subcontractor scope & competitive-bid packages, supplier quote requests, client letters generated from job data — cutting routine paperwork from hours to minutes.
- Built a procurement reconciliation dashboard matching supplier orders against deliveries, flagging discrepancies and outstanding materials by dollar value.
- Standardized subcontractor scoping and competitive bidding across trades, with margin targets built into the cost analysis.

#### Freelance Administrative Consultant

2020 — PRESENT · SEATTLE, WA

- Built dynamic spreadsheets connecting to external data sources, eliminating manual data entry; custom expense-tracking/reporting via Google Apps Script.
- Designed and produced a professional 28-page monthly newsletter reaching 1,000+ readers; web-based data tools for nonprofits.

#### Grace Connection — Exec. Assistant

SEP-OCT 2024 · MARYSVILLE, WA

- Admin support to executive leadership; complex scheduling & stakeholder comms.
- Google Sheets expense tracking; payroll; authored training SOPs.

#### Amazon — Classification Spec.

2017 — 2018 · SEATTLE, WA

- Managed product-classification databases; search logic for hazmat classification.
- SQL queries for retrieval/reporting; DOT/GHS compliance.

#### HMS Productions — Technical Designer

1995 — 2004 · NEW YORK, NY

- Print catalogs, marketing materials, and early web graphics for fashion-industry clients on tight deadlines.

#### Community Service

2024 — 2025 · SEATTLE, WA

- Newsletter Editor (Seattle Intergroup) · Web Developer (Hunger Intervention Program — WordPress redesign + web-enabled cold-storage sensors) · Driver (Operation Nightwatch) · Senior Meals Program.

### ■ EDUCATION

- B.S. Software Engineering** — Arizona State University (*in progress*)
- Ph.D. Chemistry** — University of Washington, 2016
- McIntyre Scholar** — Western Washington University, 2008 (full tuition)

### ■ RESEARCH & BUILT IN PUBLIC

- 11 peer-reviewed publications, 320+ citations — materials chemistry & photonics (2014–2017).
- Live open-source tools: search & grants visualizers, a serverless CORS proxy, and a technical blog at [noprofits.org](https://noprofits.org).