

Milan Gada, LEED® Green Associate™

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SUMMARY OF QUALIFICATIONS

- Certified LEED Green Associate and applied status of EIT
- 1.3 years of experience as a Project Coordinator and 3 months of experience as a Land Development Engineer
- Working knowledge of Ontario Building Code, Nation Building Code
- Strong verbal and written skills to clearly describe technical and operational information
- Strong organizational skills and ability to work individually and as part of a team in a fast-paced, challenging environment
- Proficient in Microsoft Word, Excel, PowerPoint, Procore, Outlook, Adobe
- Valid G Driving License and access to my own vehicle
- Open to relocate anywhere in Canada

WORK EXPERIENCE

Land Development Engineer

Sept 2022 – Dec 2022

Tatham Engineering, Ottawa

- Conducted detailed site visits and inspections of existing conditions to construct grade plans, utilizing survey equipment and CAD software to validate with 95% accuracy
- Assisted with contract administration such as change orders, payment certificates
- Assisted with design calculations of stormwater, water supply, and sanitation
- Project coordination and management, cost estimates, tender, and construction contract documents
- Receiving and processing Invoices and coordinating with owner and contractor to ensure timely payment
- Drafting land development proposals, conformance letters, and servicing reports

Project Coordinator

Aug 2019 – Oct 2020

Poonam Developers, India

- Performed quantity take-off of the scope of work for two residential projects having an area of 72,640sqft and 87,120sqft to schedule procurement and purchase orders
- Created Request of Information, and reviewed Change Orders and Submittals to ensure compliance with project drawings and specifications, coordinating accordingly with the sub-contractors, architect, and engineers
- Established multiple baseline programs with precise cost and resource allocations, tracked shop drawings and site deliverables and daily-progress via MS Project & achieved 90% completion accuracy rate
- Analyzed submitted bids from 15+ vendors and weighed criteria such as cost, timeline, quality, and scope of work to select those meeting all feasibility requirements
- Coordinated in preparing work orders as per standard contract documents for the subcontractors
- Formulated schedule of values for steel, concrete, and formwork material to establish the budgeted cost
- Performed site inspection and weekly review meetings with contractors and clients

Project Coordinator Intern

June 2018 – July 2018

Reliance Infrastructure Limited, India

- Oversaw daily operation in sites, ensuring compliance of work with plans and specifications
- Studied various types of drawings and inspected the work carried out on site
- Reporting the progress of the construction work at the three receiving stations
- Assisted the project manager in preparing reports and conducting site measurements

EDUCATION

Master of Engineering, Civil Engineering University of Ottawa, ON GPA: 3.8/4	2021 – 2022
Bachelor of Engineering, Civil Engineering Mumbai University, India GPA: 3.45/4	2016 – 2019
Diploma in Civil Engineering MSBTE, India Percentage: 88.48%	2013 – 2016

Relevant Courses: Project Information Management | Sustainable and Resilient Infrastructure | Net Zero Energy Buildings in Canada | Construction Management | Quantity Surveying Estimation and Valuation | Concrete Technology | Appraisal and Implementation of Infrastructure Projects

TECHNICAL SKILLS

LEED Green Associate, Microsoft Project, Ontario Building Code, National Building Code, Primavera P6, AutoCAD, Bluebeam, REVIT, Sustainable Concepts and Life Cycle Analysis

SOFT SKILLS

Self-Motivated, Adaptable, Time Management Skills, Organized, Attention to Detail, Proficient to work under pressure and Problem-Solving Ability

ACADEMIC PROJECTS & PUBLICATION

Photovoltaic Potential on the University of Ottawa Campus Carried out the feasibility analysis of implementing the photovoltaic panels on the roof of 4 campus buildings using the RETScreen software	2022
Design Of Medicine Hat Water Treatment Plant - Designed a Water Treatment Plant for Medicine Hat town for a period of 25 years - Calculated the coagulant dose required and designed all the treatments units of the plant	2021
Reduction of Market Waste by Converting it into Usable Enzymes - Researched on reducing the food waste and nuisance caused due to the waste - Conducted experiments with the enzymes and tested its applications	2019
Slum Sanitation Program - Aimed at “improving the health and environmental conditions” in Greater Mumbai including the slum dwellers - Also “to provide sustainable improvements in sanitation” with reference to safe excreta disposal from slum-dwellers located on municipally owned land and other lands including private slums	2016