

Sasitha Athukorala

Toronto, ON

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HIGHLIGHTS

- 2+ years of project management experience overseeing construction projects on high-rise residential properties.
- Ability to manage multiple projects at a time, ensuring they are delivered on schedule and budget.
- Knowledge of Microsoft Office (Word, Excel, PowerPoint, Project), and AutoCAD.
- Experience preparing cost summaries and investment analyses to evaluate the financial feasibility of projects.
- Strong leadership and communication skills to effectively coordinate engineers, consultants, and sub-contractors.

EXPERIENCE

Project Coordinator– Capital Projects

June 2021 – Present

MetCap Living Management

- Currently oversee capital expenditures on a portfolio of high-rise apartment buildings and manage construction work across all properties through the full project life cycle.
- Prepare technical reports and presentations for senior management to communicate risks or deficiencies.
- Monitor project schedules and performance of contractors through regular inspection of work, ensuring compliance with the scope of work.
- Involved in capital planning, including the budgeting and tendering of future projects.

Junior Designer (Internship)

May 2020 – Sept 2020

MGM Consulting

- Drafted AutoCAD drawings for land development projects including stormwater management, sewer systems design, site grading, and site drainage.
- Completed preliminary site surveys and reviewed environmental assessments.
- Reviewed shop drawings and project specifications ensuring compliance with standards.

Junior Designer (Internship)

May 2019 – Sept 2019

CK Engineering

- Drafted AutoCAD drawings of the HVAC and mechanical systems for residential/commercial projects.
- Conducted site investigations to ensure objectives for design and quality were met.
- Gained knowledge of the Ontario building code and fire code while preparing designs.

Construction Inspector (Internship)

Sept 2018 – Dec 2018

WSP Global

- Oversaw construction on a redevelopment project at the TTC Royal York subway station.
- Conducted site investigations and prepared site reports to comment on project progress.
- Prepared requests for proposals, bid summaries, and other technical documents while gaining experience in the contract administration of construction projects.
- Prepared project schedules and submitted estimates for budget preparation and cost tracking.

Summer Student (Internship)

May 2017 – Sept 2017

Hydro One

- Utilized Microsoft Office (Word, Excel, PowerPoint) to manage office support tasks such as filing documentation, financial reporting, and database entry for electricity transmission and distribution projects.

EDUCATION

Bachelor of Engineering, Civil Engineering (Co-op)

2016 – 2021

Carleton University, Ottawa, Ontario