

AMRITPAL SANDHU

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There is a growing demand for qualified, knowledgeable, and professional renovators and custom home builders in the construction industry. As an aspiring project manager, I possess distinguishable traits and understanding in areas of quality management, critical thinking, scheduling, communications, and leadership which can be an asset to any successful company.

SUMMARY OF QUALIFICATIONS

- Competent in planning, scheduling, organizing, directing, controlling data, and evaluating construction projects from start to finish while using company software.
- Excellent organizational and time management skills – Skillful in BuilderTrend, MS Office (Excel, word, and projects), ProjectLibre, Procore, Bluebeam, Revit, Inventor, and QuickBooks.
- Proficient in developing and monitoring project budgets, change orders, purchase orders, RFI's, and tracking submittals.
- Trained in preparing contracts, negotiate revisions, changes, and additions to contractual agreements with architects, consultants, clients, suppliers, and subcontractors.
- Collaborated with the Site Supervisor in the preparation of drawing packages for trades, consultants, and specialists to ensure accuracy in construction, as well as to assess the quality of completion, in correspondence with the specifications.
- Customer service and teamwork skills attained from various occupations in industries such as retail, construction, and hotel and accommodation.

EDUCATION

JUNE 2021

BACHELOR OF CONSTRUCTION MANAGEMENT, GEORGE BROWN COLLEGE

- Relevant Coursework: Highrise Construction, Risk Management, and Project Financial Monitoring.
- GPA: 3.84/4.0

JUNE 2019

ADVANCED DIPLOMA IN BUILDING RENOVATION TECHNOLOGY, GEORGE BROWN COLLEGE

- Selected in Pilot Co-op program among 220 other applicants.
- Relevant Coursework: Zoning and Building Regulations, Law and Construction Contracts and Financial Management and Project Accounting.
- GPA: 3.83/4.0

EXPERIENCE

FEBRUARY 2022 - CURRENT

WARRANTY TEAM LEAD

MOD DEVELOPMENT, TORONTO, ONTARIO

- Conducted Tarion 30-day, year-ends & conciliation suite audits with homeowners. Respond to and provide immediate resolution to customers' concerns.
- Prepare work orders for outstanding deficiencies and secondary damage are coordinated and executed. Ensure effective scheduling of resources in an appropriate manner to respond to service call volumes.
- As a result of my involvement in builder agreements, conciliations, and other legal services for the project Waterworks, the Tarion track record remains in good standings.

AUGUST 2021 – FEBRUARY 2022

PROJECT COORDINATOR

METTKO CONSTRUCTION LTD, TORONTO, ONTARIO

- Under the direction of the Project Manager, prepare short form contracts for review and approval, (Purchase Orders) Administer to trades as directed, etc.
- Developed, tracked, and updated project schedules and weekly progress reports.
- Assisted in the administration of established client contract processes for Revisions, Requests, Instructions, Change Orders and Non-Conformance Reports.
- Followed up on own forces and sub-trade performance, project problems, and contractual disputes and issues as needed by the Project Manager.

APRIL 2021 – SEPTEMBER 2021

SUITES MANAGER

MOD DEVELOPMENT/PDI PRO, TORONTO, ONTARIO

- Participated in PDI's and key releases with purchasers, ensuring that the work was completed in accordance with builder and Tarion standards.
- Organized and established priority to complete warranted items at the time of PDI to Key release while doing quality assurance inspections on Procore.
- Directed the construction management team with instructions and evaluations.

MAY 2018 TO AUGUST 2018

NEW HOME WARRANTY TECHNICIAN (CO-OP)

MATTAMY HOMES, BRAMPTON, ONTARIO

Worked within a large organization to provide professional construction services for individuals and clients. Provide full range of services, including conducting energy and water penetration testing, preparing and leading quality control inspections, preparing financial statements, creating emergency response plans, scheduling trades and complete punch lists.



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MOD DEVELOPMENT – WARRANTY TEAM LEAD

Hons. B.Tech.

EDUCATION

Construction Management, George Brown College

Building Renovation Technology, George Brown College

Architectural and Building Sciences Technology (HMRN), Humber College

AREAS OF EXPERTISE

- Construction Management & General Contracting
- Controlling Costs, Schedules, and Budgets
- Synchronize Construction Scheduling & Quality Control Practices
- Competency with Construction Software's
- Healthy Client Relations
- Advocate Health & Safety

WORK HISTORY

Mod Development

Warranty, 2021 - 2023

METTKO

Project Coordinator, 2021 - 2022

Mattamy Homes

New Home Warranty Technician, 2018

Bansal Renovation Inc.

General Contractor Assistant, 2016

PERSONAL PROFILE

Amritpal is an experienced Project Manager with experience in renovations and project management. Using construction management ideas and tools, he analyses significant performance indicators of construction projects. Throughout the process, he respects and embraces the diversity of ideas, techniques, and approaches to finishing building projects. He has developed a reliable approach to project planning, scheduling, budget control, as well as the management and oversight of construction activities, during his career.

Schedules, inspections for flaws and quality, contract management, and site supervision are among Amritpal's specialties and areas of experience. He is a great asset because of his experience and documented ability to finish construction projects on time and on budget using management tools and processes. He has been significantly involved in the planning and management of several complex construction projects, including new facilities, additions, and renovations.

EXPERIENCE

City of Welland – Fire & Emergency Services Headquarters & Training Centre
| \$13.4M | In Progress

City of Welland – Fire Station No.2 | \$4.60M | 2022

Town of Caledon – Municipal Works Yard 2 | \$10.83M | In Progress

Town of Caledon – OPP Ancillary Facility | \$3.37M | 2023

MOD Development – Waterworks Condo | 2023

Mattamy Homes – Mt Pleasant North Community | \$500M + | 2018

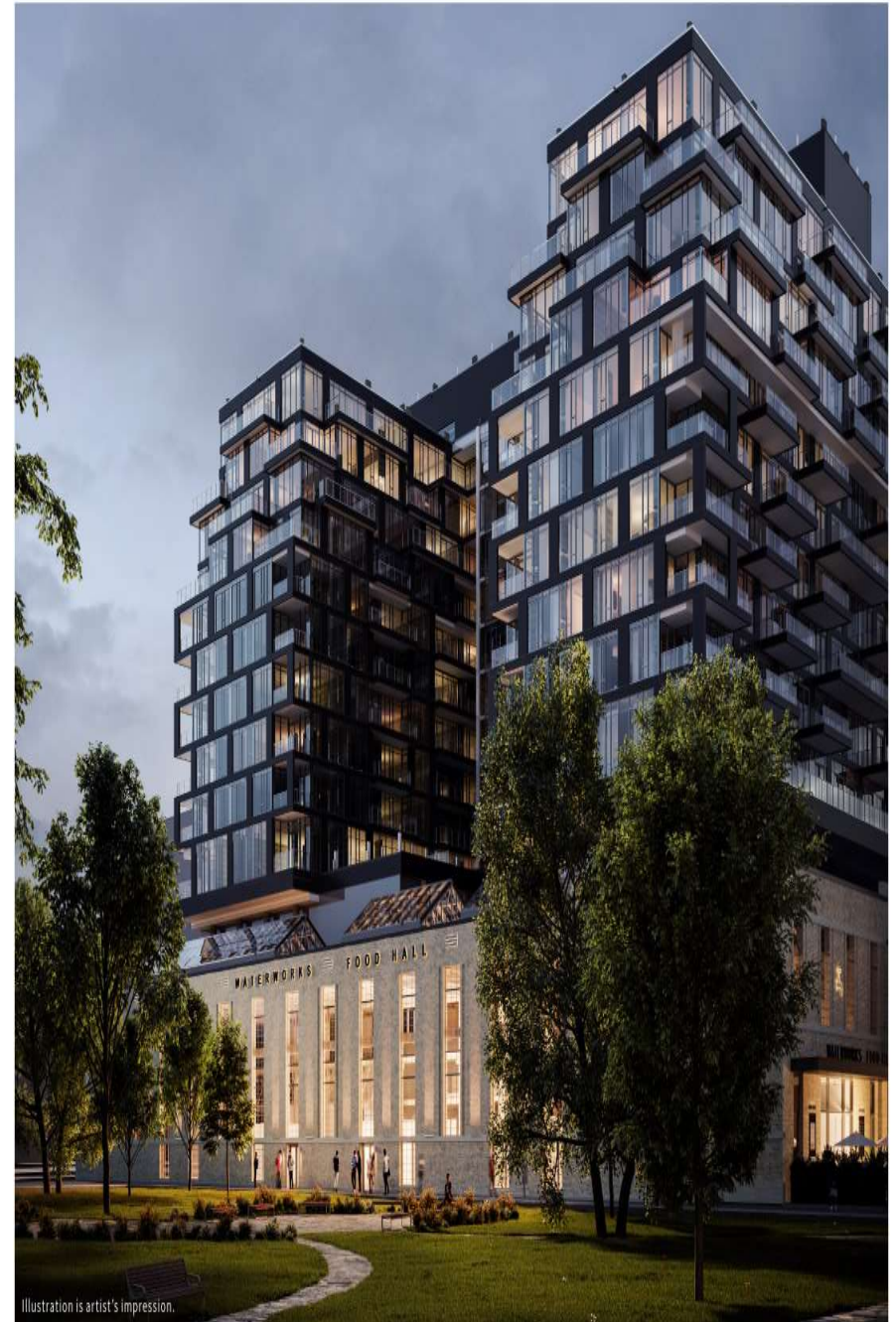
Mattamy Homes – Kleinburg Summit | \$125M + | 2018

Confidential Client – Rexdale Reno | \$128k | 2016

City of Toronto – Waterworks | Construction | Key Runner | PDI Pro

Responsibilities:

- Respond to and provide immediate resolution to customers' concerns
- Consistent, accurate and organized administration and maintenance of all related digital and paper flows including departmental mail distribution, emailing, copying, filing and other necessary clerical duties
- Coordination of Pre-Delivery Inspections and suite closings
- Conducting PDI walkthroughs and participating in key releases
- Auditing the site frequently via process walks and direct observation
- Ensure all team members follow company standards
- Ensure effective scheduling of resources in an appropriate manner to respond to service call volumes
- Coordination of suite closings including liaising with appropriate third-party vendors as required
- Post Occupancy care including processing and scheduling maintenance
- Ongoing accurate database management (Data entry on Procore)
- Knowledge of Tarion and the Construction Performance Guidelines
- Proficiency in MS Office (Outlook, Word and Excel)
- Follow-up with and keep track of on-site incidents that occur at all current projects ex: leaks, vandalism, appliance malfunction (cause of damage, effected suites/areas, repair invoices, back-chargeability, release letters, completion dates, etc.)





City of Toronto – Waterworks | Post Construction | Team Lead | MOD Development

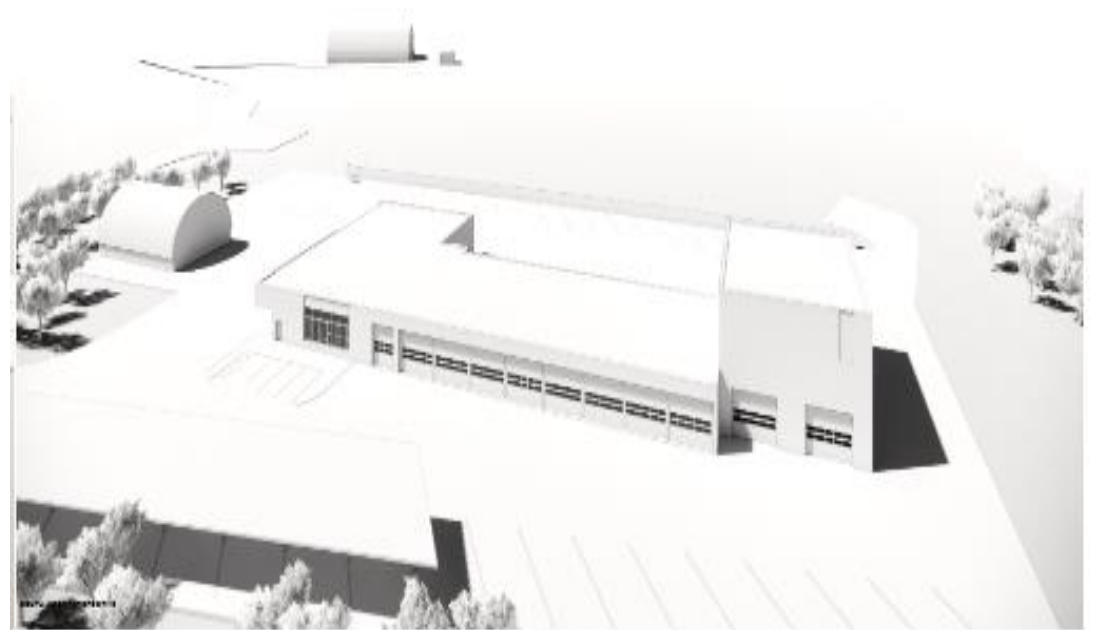
Responsibilities:

- Coordinating Trade Work and Material/Equipment Deliveries
- Conducting Walkthroughs with Client and Consultants
- Participate in project planning/construction meetings; offer insight into selected materials from a customer service and warranty repair perspective
- Managing the warranty repair process including team of reps and handymen with daily reporting
- Auditing the site frequently via process walks and direct observation
- Ensure all team members follow company standards
- Execute on all continuous improvement plans
- Ensure effective scheduling of resources in an appropriate manner to respond to service call volumes
- Ensure prompt and accurate customer obsessed level of service by the warranty service team
- Project managing Performance Audit completion while working with trades/suppliers to facilitate repairs
- Accountable for administrative and operational responsibilities to ensure required audits and verifications are supported according to company policies
- Act as escalation point in Customer inquiries/troubleshooting with regards to PDI lists, 30-day lists, 12-month inspection and two-year inspection lists
- Work with team to address issues immediately
- Be a liaison with Tarion New Home Warranty Corporation to ensure full and strict compliance, Property Management and Construction Management

Town of Caledon – Municipal Works Yard 2 | \$10.83M | In Progress

Responsibilities:

- Site Supervision
- Coordinating Trade Work and Material/Equipment Deliveries
- Conducting Walkthroughs with Client and Consultants
- Issuing contracts to new vendors
- Payment Recommendations and Breakdowns
- Material Takeoffs
- Schedules
- Performing Jobsite Safety Inspections
- Lead Meetings and Record Meeting Minutes



Town of Caledon – OPP Ancillary Facility | \$3.37M | In Progress

Responsibilities:

- Site Supervision
- Coordinating Trade Work and Material/Equipment Deliveries
- Conducting Walkthroughs with Client and Consultants
- Issuing contracts to new vendors
- Payment Recommendations and Breakdowns
- Material Takeoffs
- Schedule
- Preparing Security Clearances
- Issuing Tenders to Trades





City of Welland – Fire & Emergency Services Headquarters & Training Centre | \$13.40M | In Progress

Responsibilities:

- Site Supervision
- RFI's and Shop Drawings
- Coordinating Trade Work and Material/Equipment Deliveries
- Conducting Walkthroughs with Client and Consultants
- Issuing contracts to new vendors
- Payment Recommendations and Breakdowns.
- Material Takeoffs
- Schedules
- Performing Jobsite Safety Inspections



City of Welland – Fire Station No.2 | \$4.60M | In Progress

Responsibilities:

- Site Supervision
- Conducting Walkthroughs with Client and Consultants
- Material Takeoffs
- Schedule
- Performing Jobsite Safety Inspections
- Lead Meetings and Record Meeting Minutes

Photos: Top – Fire Station #1 / Bottom – Fire Station #2