

Richmond Hill, ON
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Elizabeth Lesner

SKILLS

Office Management	Report & Document Preparation	Hiring & Interviewing
Teambuilding & Supervision	Payroll & Benefits	Problem Solving & Reasoning
Staff Development & Training	Critical Thinker	Inventory Management
Policies & Procedures	Technical Capacity	Expense Reduction
Purchasing	Scheduling & Planning	Dedication & Adaptability
Project Management	Estimating	OHSA Certifications
Communication	Organization	Time Management

EXPERIENCE

Laurier Homes Ltd., Concord ON – Assistant Project Manager – Construction

May 2021 – Current

- Plan, execute, and finalize low rise residential construction projects according to schedule and budget.
- Supervise the activities of all aspects of the construction sites inclusive of site supervisors and contractors.
- Handle all project administration, including cost control, schedule control, purchase orders, work orders, contracts, invoicing etc.
- Create and deliver reports to investors and stakeholders.
- Collaborate with Solicitors, Vendors, Investors, Realtors, Sub Contractors, Cities, Inspectors, Developers, Purchasers, and other various clients regarding past, ongoing and future projects.
- Complete projects from beginning to end including APS, Construction, Closing, Customer service, etc.
- Current projects include the following:
 - Caledon Trails – Caledon ON**
132 Homes: 71 Singles – 22 Semi Detach – 39 Townhomes
 - Heritage Village – Maple ON**
33 Town Homes
 - HighPoint – Richmond Hill ON**
88 Stacked Town Homes
 - HighCrest – Whitby ON**
39 Homes: 17 Singles – 22 Semi Detach

Bachly Construction, Bolton ON – Project Coordinator

SEPTEMBER 2020 – MARCH 2021

- Planned, Organized, and directed the activities of construction projects.
- Hired and supervised the activities of subcontractors and subordinate staff.
- Prepared job schedules as well as progress reports to clients and Adjusters.
- Assessed and submitted construction project budget estimates.
- Handled all project administration, including cost control, schedule control and change order administration.
- Negotiated revisions, changes, and additions to contractual agreements. with consultants, clients, insurance companies, subcontractors, and suppliers.

On Side Restoration, Toronto ON – Flooring Supervisor

April 2019 – September 2020

- Purchase all material and equipment required to complete the job.
- Collaborate with customers, manufacturers, sub-trades, and project managers to ensure project moves efficiently and within budget.
- Set goals for performance and deadlines that comply with the company's plan and vision.
- Resolve issues and serve as a link between subordinates and upper management.
- Responsible for maintenance and operation of equipment, evaluating new equipment and techniques.
- Assist customers with any queries or requests.

First On Site, Toronto ON – File Manager

August 2018– April 2019

- Ensure all tasks and filing of documentation are completed by providing extensive support to the project managers, construction managers and other stakeholders as required.
- Continuously review projects to make sure that customer and FirstOnSite standards and KPI's are being met. Have a detailed understanding of the strategy to be executed and any issues that could potentially develop and minimize any potential risks.
- Collaborate with PM(s) and CM(s) and adjusters, daily regarding projects requiring attention and/or approaching deadlines to ensure no slippage in project planning resulting in a controlled delivery.
- Strive to continually improve through specific development plans.
- Provide critical analysis of job performance including job costing, profitability, invoice accuracy, and application of customer standards. Correct/coordinate as necessary.
- Interact with oral/written communication with internal stakeholders, and external clients/customers presenting a polished, professional impression of the company.

Access Restoration Services, Toronto ON – *Executive Assistant to Operations Manager / IT Manager / Corporate Trainer*

December 2013 – August 2018

- Responsible for determining, developing, and implementing the organization's information technology goals.
- Ensure smooth functionality and efficiency of organizations computer and telecom systems.
- Institute protocols and security standards for the use of IT across all departments and projects.
- Understanding of TCP/IP protocols and LAN/WAN configuration.
- Provide budget for all IT expenses, including the purchase of new equipment and software when required.

Access Restoration Services, Toronto, ON – *Executive Assistant to President / Marketing Coordinator*

December 2011 – December 2013

- Provided high-level administrative support to company executives by conducting research, prepared statistical reports, handled information requests, and performed clerical functions such as preparing correspondences, memos, letters, greeting visitors, arranging conference calls and scheduled meetings.
- Maintained customer confidence and protected operations by keeping information confidential.
- Represented the executive by attending meetings in the executive's absence; spoke for the executive, as well as transcribed meeting notes.
- Maintained professional and technical knowledge by attending educational workshops; reviewed professional publications; established personal networks; participated in professional societies as well as marketing events.
- Arranged Corporate events and responsible for all marketing material.

EDUCATION

Various courses and certifications within organizations that I have worked.
Canadian Law Enforcement Training College, Toronto – *First Line of Defense*.
High School Diploma