

Laura Reyes Perez

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11 Ordance. M6K 1A1. Toronto, ON.

Education

- Post Graduate Certificate in Construction Project Management. 2021

Construction Contract Law
Ontario Building Code
Construction Health and Safety

- Bachelor's Degree in Architecture. 2008 – 2014

Additional Professional Training

- REVIT Essential Training. 2020
- BIM Foundations. 2020
- Business English. 2019

Professional and Personal Competencies Summary

Architectural Design and Construction:

- Over 8 years of experience in designing and constructing residential projects, including houses and buildings.
- Proficient in reading and interpreting architectural, structural, mechanical, electrical, and plumbing drawings.
- Experienced in assessing construction project operations for compliance with contractual obligations, applicable laws, standards, bylaws, codes, and ethical practices in construction methodology.

Technical Proficiency:

- Proficient in using computer software such as CADD (AutoCAD), Microsoft Office package (Excel, Word, and Projects), and Google Sketchup.
- Skilled in utilizing various computer-based tools for data entry, information retrieval, and project management (e.g., Procore, Tribe, Bridgit).
- Knowledgeable about the Ontario Building Code and Construction Health and Safety regulations.

Health and Safety Compliance:

- Proactive in monitoring and supporting workplace health and safety practices and procedures to ensure compliance with current legislation and regulations.
- Demonstrated ability to promote and maintain a safe working environment on construction projects.

Organizational and Relationship Management:

- Recognized for strong organizational skills, effective time and resource management, and attention to detail.
- Proven ability to establish and manage relationships among diverse project stakeholders to achieve construction project goals.

Problem Solving and Continuous Professional Development:

- Enthusiastic problem solver with a proactive approach to addressing project challenges and finding innovative solutions.
- Demonstrated ability to work collaboratively as a team player and motivated to engage in continuous professional development.

Professional Experience

Project Coordinator

MOD Developments. Toronto, Canada. November 2021 – March 2023

- Oversee and organize various construction activities to improve on-site operational efficiency.
- Act as a liaison and facilitate effective communication between Tarion New Home Warranty Corporation, Property Management, and Construction Management, ensuring full compliance with applicable regulations and requirements.
- Manage the warranty repair process, including supervision of handymen, while maintaining daily reporting.
- Efficiently project manage the completion of Performance Audits, collaborating with tradespeople and suppliers to facilitate necessary repairs.
- Conduct condominium performance reviews, regular technical audits, and detailed inspections to ensure compliance with regulations and optimize building performance.
- Attend project planning and construction meetings, offering valuable input on materials from a customer service and warranty repair perspective.
- Serve as the point of escalation for customer inquiries and troubleshooting related to Pre-Delivery Inspection (PDI) lists, 30-day lists, 12-month inspections, and two-year inspection lists.
- Coordinate trade work, material deliveries, and equipment logistics.
- Provide administrative support and project-specific services for 30 Day, Year End and Second Year Inspections and closings.
- Conduct walkthroughs with clients and consultants.
- Perform frequent site audits through process walks, direct observation, and detailed inspections.
- Prepare detailed and accurate reports, review consultants' field reports, and process 30 Day, Year End and Second Year Inspection documents.
- Track, file, and update pertinent purchaser information throughout the day, including booking 30-day, year-end and Second Year appointments.
- Provide construction work guidance to trades as needed.

- Organize workload, schedule inspections, and document results within established timeframes, utilizing a computerized records management and tracking system (Tribe, Bridgit and Procore).
- Escalate complex issues to management when necessary.

Project Coordinator

Avenue Architecture Inc. Toronto, Canada. 2021

- Efficiently worked through all phases of construction projects, from design, permitting through construction and close-out, cultivating good relationships with clients and subcontractors.
- Manage the production, storage, retrieval and communication of project-related digital documents according to best practices, to meet construction project deadlines and goals.
- Manage schedule inspections, workload and document inspection results within the established timeframes, including the collection and attachment of photographs, documents and reports.
- Coordinating with engineers and consultants.
- Apply for building and health Permits (the City of Toronto and other municipalities).
- Keep project documents in order and Project set up.
- Manage information retrieval and data entry.
- Responsible for coordination of any meetings in the office as well site meetings.
- General administrative and office tasks & coordinate any meetings in the office and site.

Junior Architect

NMR Constructora Ltd. Bogotá, Colombia. 2013 - 2018

- Design and construction of customized houses and small buildings.
- Responsible for quality control in construction, specifications and design concepts drawings. Oversaw work from contractors, ensuring timeline is met within the approved budget for the specified task.
- Prepared internal reports based on technical reviews including evaluation of the progress and recommendations for successful projects completion.
- Organize workload, schedule inspections and document inspection results within the established timeframes, including the collection and attachment of photographs, documents and reports.
- Conducted regular site visits, attended and participate in client and trade meetings.
- Schedule, manage and evaluate the progression of construction projects by applying the principles, practices and tools of construction project management to complete projects on time and within budget.
- Analyze and manage project risks to mitigate their impact throughout the construction project lifecycle.
- Develop and oversee quality assurance and control processes involved in the completion of construction projects to meet project specifications and industry quality standards.

- Build and lead multidisciplinary teams throughout the construction project lifecycle to accomplish construction project goals.
- Proactively manage project processes and documents (project set up, bid packages, subcontracts, drawings, purchase orders, contracts, building permits, change order requests and pricing).
- Organized project closeout documentation (warranties, drawings, manuals and permits)
- Reviewed shop drawings for scope and accuracy against schedules resulting in avoiding duplicated information, eliminating mistakes and anticipating surprises.
- Resolved budget barriers creating connections with new suppliers.

References Available Upon Request