

Over 4 years experience of construction and development

Evertrust Development Project Coordinator/Owner's representative

04/2023 to present Markham

- Owner's representative for Upper Vista Welland, a Mid-rise 226 unit condo project worth 100M
- Tendering, reviewing and providing recommendations on all ongoing trade contracts and scope of work
- Review monthly invoice provided by project management team and make commons ensure all invoice were payable
- Review tendering summary and hosting sub-trade qualification meetings
- Review CCDC contracts; shop drawings and specifications for completeness and coordination and ensure that the building is built in accordance with these documents
- Coordinating project management team and Enginner consultant to apply building permit
- Facilitate clear and effective communication among project stakeholders, including team members, clients, subcontractors, and other relevant parties. Keep all parties informed about project progress and changes
- Monthly reporting and tracking of budgets and schedule by using Procore and MS project and other software
- Monitored field activities focused in quantity and cost control, managing contracts documents and change orders

Belf inc. Assistant Project manager

08/2019 to 04/2023 Hamilton

Custom home builder/ General contractor

- Site management for custom home build and commercial projects value from \$200,000 to 3M
- Overall manage project from planning to finish (Builder permit, tendering, scope of work, on site management, city inspection, Etc)
- Providing quote for new project and scheduling
- Manage sub-trades on side obligating site safety and schedule
- Prepare and manage full tender packages and scope of work As well prepare detailed tender recommendations to ownership and contact negotiation
- Ensure sub-trade are meeting scheduled target dates and provide weekly feedback to ownership and project management team

Sep 2019 to Apr 2022

Education:

Mohawk College Civil engineering technology

Skills:

- Project management
- Scheduling
- Project control
- PM softwares (Procore MS project)
- Cost control
- Amazing computing skill
- Contact negotiation