

DMITRY OLIYNYK

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Experienced project coordinator with over 5 years of expertise in high-rise and 18 years in low-rise construction, seeking to transition into an assistant project manager role. Demonstrated success in implementing safety and quality building methods, with a strong commitment to exceeding client expectations. Skilled in prioritizing scheduling and meeting deadlines to support upper management objectives.

EXPERIENCE

SEPTEMBER 2022 – FEBRUARY 2024

PROJECT COORDINATOR, CONCORD ADEX INC. / CENTREVILLE CONSTRUCTION LTD.

Block 12 (85/95 McMahon dr.) | Block 11 (25/27 McMahon Dr.) | Concord Sky (391 Yonge St)

- Develop scopes of work, manage tender solicitation, conduct leveling, and finalize contracts.
- Manage change order requests and track supplementary information.
- Review shop drawings, samples, and consultant reports for quality assurance.
- Assist with monthly billing and maintain communication with subcontractors.
- Conduct site visits to report progress and setbacks to upper management.
- Collaborate with Customer Service to address deficiencies prior and post PDIs.
- Provide support within the Procore ecosystem for streamlined project management.

SEPTEMBER 2019 – AUGUST 2022

SITE COORDINATOR, STAFFORD DEVELOPMENTS AND THE GOLDMAN GROUP

Full construction cycle at 1580 Avenue Rd., Toronto, ON

- Support project manager in construction coordination.
- Assist site superintendent with material reconciliation.
- Aid customer service in addressing suite deficiencies and PDI preparations.
- Resolve payment issues by liaising with contractors and trades.
- Report progress and challenges during preconstruction and construction phases.
- Supervise onsite personnel and subcontractors to enhance productivity.
- Manage creation and distribution of purchase orders, contracts, and change orders.
- Record and distribute foreman meeting minutes.

MAY 2019 – AUGUST 2019

ASSISTANT SITE ADMINISTRATOR, TUCKER HIRISE CONSTRUCTION INC.

Summer co-op contract position at 357 King St. West, Toronto, ON

- Manage and update various construction documents and schedules.
- Ensure compliance by obtaining necessary contractor documentation.
- Coordinate construction site rentals and arrangements.

EDUCATION

2018-2019

CONSTRUCTION ENGINEERING TECHNOLOGIES DIPLOMA (T161)

Dean's list student; 3.7 GPA average.

Recipient of 2019 CIBC BOLT student award of leadership excellence

2009 – 2014

BACHELOR OF COMMERCE, TORONTO METROPOLITAN UNIVERSITY (FORMERLY RYERSON)

Accounting Major

SOFTWARE:

- Procore certified
- Yardi, Homes and Newstar trained
- MO proficient

SKILLS

- Leadership
- Communication
- Time management
- Attention to detail
- Organization
- Teamwork

LANGUAGES:

- English
- Hebrew
- Ukrainian
- Russian

HOBBY:

- Hockey
- Cross country skiing
- Water sports (Jet ski)