

Reza Rad

647-807-0704

| reza85rad@gmail.com

| [LinkedIn](#)

| Toronto, ON

Project Coordinator, Assistant Project Manager

A highly motivated civil engineer with over 14 years of vast experience in construction projects including High-Rise, Mid-Rise, and ICI. Experienced in project coordination, project management, site superintendency, and knowledgeable of construction methods and sequences. Self-driven and fast learner with the ability to work efficiently under minimal supervision. A true team player always willing to help others.

HIGHLIGHT OF QUALIFICATIONS

- Planning, Scheduling, Project Development
- Time Management
- Interpersonal Communication
- Critical Thinker and Technical Problem Solver
- Detail and Goal Oriented
- Deadline Driven, Precise, and Persevering

WORK EXPERIENCE

Project Coordinator

May 2023 – Today

Contract Glaziers (CGI), Vaughan, Ontario, Canada

- Providing project manager with data, project analysis and estimates also assisting in scheduling of staff
- Monitoring project progress or completion and costs while ensuring final compliance and quality assurance
- Reviewing shop drawings with PM and adding notes, mark ups and comments to details or potential issues
- Day to day communication with the clients and field team to make arrangements
- Studying the project (scope of work, specifications, and other tender documents) to identify any discrepancies
- Creating commercial door package out of architectural drawings and door hardware schedule and ordering doors
- Tracking orders for any missing, broken, remake, service, extra, on-hold parts while ensuring on-time installation
- Sending Request for Information (RFIs) to client to clarify discrepancies
- Tracking and reviewing RFIs and Site Instructions (SIs) Including getting approvals and responses from site
- Attending site meetings with client team, and kick off meetings with FM, PM, estimating and production
- Following up FMs for any outstanding deficiencies, punch lists, and assisting them in responses to site
- Updating project summary from shop drawings to sample approval and sending shop drawings to engineer, client and relevant consultants
- Doing Material take-offs from architectural and shop drawings
- Creating RFQ packages, Issuing Purchase Requisitions and getting them approved, and creating Purchase Orders
- Successfully completed **West Park Hospital** in Toronto
- Saved 10K through identifying and eliminating double orders and double minimum charges by transferring all the missing and broken pieces from different sources into one software (Fieldwire) in West Park Hospital

Project Coordinator

Apr 2021 – May 2023

State Window Corporation, Vaughan, Ontario, Canada

- Assisted in planning and preparing construction schedules, and evaluated project risks and mitigation strategies
- Worked with Field Team in comparing scope of work to bid proposal and updated any scope of work changes
- Supported Field Managers by tracking and confirming ETA dates on material deliveries or providing information
- Assisted in preparing information for installer quoting and ensured installers' contracts are signed on time
- Ordered samples and submitted them to the contractor for approval, created and updated approved sample lists
- Created, updated, and tracked Change Orders (CCOs), and checked in with FMs to confirm the completion
- Updated the part quantity report as the project progresses, and helped the breakdown team in parts releases
- Received and tracked all equipment orders and invoices within the department, monitored use and reminded FMs when an expected date to call off the equipment was approaching or passed
- **Saved \$130K** by finding **drafting mistakes** related to **glass edge deletion** while reviewing fabrication drawings in the project **AZURA**
- Successfully completed **6 high rise projects** in Ontario

Site Superintendent

Nov 2013 - Jun 2020

Towchal (General Contractor), Tehran, Iran

- Inspected and confirmed concrete quality and its chemical admixtures by monitoring the whole process and laboratory test results, Inspected structure reinforcements and formworks according to construction drawings
- Ensured construction plans meet guidelines and specifications of building codes and other regulations
- Supervised sub-contractors, technicians, and other third parties to interpret drawings, eradicate errors, minimize deficiencies, and maximize cooperation while providing training
- Took responsibility for Health, Safety and Environment (HSE) of the site and QA and QC plans
- **Saved \$60K on reinforcement, reconstruction, and maintenance by reducing the failure in concrete test results from 5% to 0%** through strict supervision and recommendation of new materials (mid-rise residential project)

Project Coordinator, Project Manager

Jul 2009 – Nov 2013

Alvand Sazeh (General Contractor), Tehran, Iran

- Oversaw and ensured all contract terms, specifications, plans and relevant schedules were followed, and that the project was executed effectively, safely and within budget
- Received, generated, tracked and responded to the requests for information (RFI) and sent them to the relevant consultants and followed up with them until the proper answer was received
- Created, received, reviewed, and distributed the submittals among related consultants and contractors
- Created, managed, priced, and developed Change Orders and ensured preparation of as-built drawings
- Analyzed, examined and removed technical problems of project with cooperation of PM and Consultants also contributed to the development of project plan to ensure everything was practicable on site
- Prepared and managed tender packages and scope of work as well as validated quotations
- Supervised preparation of project proposal, construction drawings, plans and schedules
- Prepared subcontracts and reviewed the appendices with PM and Project Director to make sure there were no scope gaps and everything was included in the contracts
- Identified contract document conflicts and recommended solutions, provided data for month end reconciliation
- Established and maintained effective relationships with stakeholders, major clients and suppliers and acted as a liaison among owners, architects, and subcontractors also ensured their demands met the company standards
- Attended project meetings and prepare minutes to review by the PM and ensure timely distribution to the team
- Evaluated and selected building systems and materials, and participated in preliminary and final cost estimates
- Coordinated procurement of materials and tooling ensuring timely delivery of accurate materials and equipment
- Maintained appropriate records of approvals, drawings, and permits for each project
- Led the project Ayandeh Tower (Mid-Rise building) **3 months ahead of schedule** right before a **highly important deadline** through creativity in suggesting a **new way of concrete curing** during the fall season

EDUCATION and LICENSES

Bachelor's degree in Civil Engineering, Azad University, Tehran, IRAN

2009

Professional Civil Engineer (P.Eng.), Tehran Construction Engineering Organization, Tehran, IRAN

2014

PMP, In progress

SOFTWARE SKILLS

AutoCad, MS Project, MS Office, Bluebeam, Procore, Smartsheet, SharePoint, Power BI, Project DocControl, Fieldwire, ETABS, SAFE, Pref Suite

VOLUNTEER EXPERIENCE

Organized and led one-day workshops to teach labor, technicians, junior and senior staff about Health, Safety and Environment (HSE) each year, in May, at Towchal and Alvand Sazeh head offices