

TRIMAINE CHARLES

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With 13+ years of experience and expertise in administration and coordination, my mission is to ensure the timely and efficient delivery of quality projects from inception to completion.

My core competencies include impeccable relationship management, customer service and sales skills, which enable me to communicate effectively with diverse stakeholders and adapt to changing industry standards.

I have a strong background in marketing products and services to varying clientele, as well as coaching, motivating, and mentoring teams.

Areas of Expertise

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|-------------------|--------------------|------------------|
| ▪ Communication | ▪ Customer Service | ▪ Coordination |
| ▪ Team Leadership | ▪ Troubleshooting | ▪ Administration |
| | ▪ Sales | |
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TECHNICAL SKILLS & SOFTWARE

Research & Data Analysis; Microsoft OS; Office 365; Teams; Zoom; Mac OS; Avesdo/Yongle; Moneris; QaPAD; Jonas & Newstar Construction Management Software; Bluebeam Revu20/21.

EDUCATION

Business Administration— Guelph-Humber University, 2011

EXPERIENCE HIGHLIGHTS

LIFETIME DEVELOPMENTS, 2020 to 2024 – Construction Project Coordinator, (July 2022 to March 2024)

ACCOMPLISHMENTS

- ✓ Promoted to this position from **Site Coordinator/Quality Assurance** in Customer Relations
- ✓ Hired to manage the PC duties for one site, after 4 months I was selected to handle the responsibilities for multiple sites that were short staffed.
- ✓ In addition to PC duties, moved to site to provide direct support to construction team.
- ✓ Achieved occupancy for Midrise condo (Oscar Residences)

Responsibilities:

- Preparing and circulating revised/and or updated Project Site Instructions along with submittals to trade contractors/consultants.
- Preparing Purchase Orders, RFI's, Change Orders, Trade Claims and Extras logging.
- Bid preparation for tender and post-tender, tender analysis, along with contract provision.
- Weekly and monthly reports submitted to owners and stakeholders, update on site construction progress.
- Undertaking invoice review before final submission.
- Travel within GTA to numerous project sites.

LIFETIME DEVELOPMENTS - Site Coordinator/Quality Assurance, (July 2020 to July 2022)

ACCOMPLISHMENTS

- ✓ Promoted to **Site Coordinator/Quality Assurance** from **PDI Representative** within 2 weeks of duty.
- ✓ Successful closing of Highrise condo development (Whitehaus Condos, 358 suites)
- ✓ Successful closing of Highrise condo development (Liberty Market Tower)

Responsibilities:

- Lead weekly quality control site walks with CM team (Whitehaus) and In-house Construction team (LMT) ensuring project(s) are on schedule.
- Managed deficiency remediation through scheduling & issuing service requests/work orders with trade contractors.
- Act as bridge between Customer Relations and in-house Construction team to deliver end units free of workmanship defects.
- Conduct Pre-Delivery Inspections with homeowners and investors, noting deficiencies for remediation when necessary.
- Resolve issues experienced by end users and investors during the closing process. 30 Day and Year end.
- Travel within GTA to numerous project sites.

Trimaine Charles

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MILBORNE GROUP – Project Administrator, (2012 – 2013), Senior Administrator (March 2019 - June 2020)

ACCOMPLISHMENTS

- ✓ Relied upon within company to provide support (contract signings) for numerous developer sales events/launches.
- ✓ Company elected me to provide support to **Sotheby's International Realty** to regulate and prepare contracts, along with organize Closing List (Sales Master list) for project - Flaire Condos, location, Shops at Don Mills.

Responsibilities:

- Travelling to support developer sales offices across the GTA.
- Create legal & binding contractual documentation for pre-construction sales.
- Liaise between developer lawyers; internal & external sales managers; & brokerages
- Coordination of successful VIP broker events & project launches, including planning, set-up, execution & documentation

CAMROST-FELCORP – Contracts Administrator - Construction (Sep 2017, Sep 2018)

ACCOMPLISHMENTS

- ✓ Hired directly due to exceptional work on projects while working in collaboration with Milborne Group and REMAX Active Realty.
- ✓ Overseeing the amendment process of invoices for 9 projects (Imperial Plaza, 135 Cumberland, 200 Cumberland, Red Hot Condos, California Condos, iLoft, Blue Diamond, Foxbar Townhomes and Upper East Village)

Responsibilities:

- Prepare CCDC17 contracts between construction manager & trade contractor, modify contract scope, bid & figures where applicable.
- Track, report & update site instructions, electrical & mechanical drawings to applicable trades.
- Generate Change Orders & Purchase Orders.
- Amend account receivables/payable invoice variances.
- Assist & coordinate colour selection & upgrade packages with end users & investors.
- Assist onsite set up of sales offices.

RE/MAX ACTIVE REALTY INC. - Site Manager (Oct 2012 to Sep 2017)

ACCOMPLISHMENTS

- ✓ Hired directly by Broker of Record to manage multiple project portfolios across the GTA, both commercial and residential. This opportunity came after working in collaboration with Milborne Group in 2012.
- ✓ Managed investor guaranteed rental program for condominium sales (sourcing tenants, preparing key packages, collecting monthly rent, liaising with building property management on homeowner/investors behalf)

Responsibilities:

- Created legal and binding contractual documents for new sales and re-sales of custom-built homes and condominiums.
- Creation and up-keep of documentation such as project proposals; pro formas; budgets; listings & records
- Conduct open houses & suite showings along with site walkthroughs & inspections.
- Schedule trade contractors & submit warranty claims for suite upgrades and rectification of issues.
- Travel within GTHA to numerous sites/projects under development.