

SHIVAM SHARMA

Vaughan, Ontario
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Professional Profile

Graduate in the Honours Bachelor of Technology, Construction Management.
I am a professional, passionate, and career-driven individual who consistently demonstrates a competitive work ethic and demonstrates a willingness to learn. With experience on site as a site coordinator, and as an assistant to a site superintendent, I aspire to learn more and become a better professional in the construction industry every day. Actively seeking opportunities along the lines of, site coordination, site supervision, project coordination, and estimating, to help expand and broaden my skillsets and add value within the field.

Education

Hons. Batchelor of Technology, Construction Management 2020-2024
George Brown College Toronto, Ontario

Projects/Labs:
Northern Ontario community, residential dwelling building science/design project:
Designed and created a project schedule for a residential dwelling, compiling with LEED requirements, and achieving R2000 status.
Recreational project planning and scheduling:
Planed and scheduled a project for a local construction of a master planned community/recreational center.
Awards:
Dean's List (2021,2022,2023,2024)

Work Experience

Student Site Coordinator/ Assistant Site Superintendent (FT) (COOP) April 2023-Septemebr 2023
DECO Homes – 34 Detached Dwellings and Townhome Units. Value: \$50,000,000 Vaughan, Ontario

- ⇒ Coordinated and supervised site activities for low-rise residential projects.
- ⇒ Enshured of an efficient workflow and timely completion of scheduled items.
- ⇒ Assisted in managing project schedules, resource allocation, and subcontractor coordination.
- ⇒ Conducted regular site inspections to ensure adherence to quality standards and safety regulations.
- ⇒ Management of construction materials, ensuring proper inventory control and cost-effectiveness.
- ⇒ Coordination of site logistics, including site access, equipment rentals, and waste management.
- ⇒ Developed and maintained positive relationships with clients and stakeholders.
- ⇒ Addressing any concerns and ensuring the client/stakeholders satisfaction throughout the project.
- ⇒ Participated in project meetings, providing input and suggestions to improve project outcomes.
- ⇒ Actively sought opportunities to expand knowledge and skills related to construction project management.
- ⇒ Demonstrated strong problem-solving skills by identifying and resolving construction-related issues efficiently.
- ⇒ Demonstrated a strong work ethic, with to detail, and the ability to work in a fast-paced construction environment.
- ⇒ Maintained accurate documentation of project progress, including daily reports, site photos, and change orders.

Sales Consultant (PT/FT) June 2022-May 2023
Leons Furniture Limited Vaughan, Ontario

- ⇒ Assist all customers as called in rotation.
- ⇒ Consistently met monthly quotas, and sales targets.
- ⇒ Help increase average sale, and closing ratios
- ⇒ Provide customers with product information, and specifications.
- ⇒ Maintain updated customer information including contact data, special interests, etc.
- ⇒ Maintain knowledge of all vendor products, pricing, options, finishes, details, etc.
- ⇒ Maintain thorough, up-to-date knowledge of all products, pricing and local competition
- ⇒ Monitor all open orders from placement to delivery.

B2B and Retail Sales Consultant (FT)

New Advance Wireless.

2019-2021
Rexdale, Ontario

- ⇒ Assisted clients with purchases, concerns, and product information.
- ⇒ Consistently met monthly quotas in both sales and in the accumulation of new accounts.
- ⇒ Handling accounts payable and accounts receivable.
- ⇒ Hands on experience in sales, stocking, and warehousing.
- ⇒ Create/maintain customer relationships with both B2B and retail clients.

Qualifications Summary

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|------------------------|---|
| ⇒ Communication Skills | ⇒ Microsoft Excel |
| ⇒ Critical Thinking | ⇒ Microsoft Project |
| ⇒ Negotiation Skills | ⇒ Reading and Interpreting both Architectural and Structural drawings |
| ⇒ Data Analytics | ⇒ Knowledge of CCDC, Material Testing and OBC Codes |
| ⇒ AutoCAD | ⇒ Construction Law |
| ⇒ Revit | ⇒ Contract Law |
| ⇒ Bluebeam | ⇒ Workplace Health and Safety |
| ⇒ Asset Locating | ⇒ Project coordination |
| ⇒ Site supervision | ⇒ Site coordination |
| ⇒ Scheduling | ⇒ Problem solving |