

As an experienced Project Coordinator and Civil Engineer, I have some excellent soft skills such as adaptability, communication, work ethic, teamwork, motivation, problem- Solving, critical thinking, and time management. I also do have technical skills, including construction economics, budgeting, scheduling, and controlling, project cost Estimating, infrastructure and rehabilitation, data collection, RFT, RFQ, RFP, RFSQ and being familiar with BIM. I also have started to study for PMP exam.

Experience

Project Administrator| 10/2023 – Current

Ambria Homes

- Providing overall assistance to the construction management team from pre-construction to project completion including design, coordination, budget, and scheduling.
- Attend project meetings with internal and external parties to monitor and support the construction team in a professional manner.
- Participates in reviews of Trade Contractors' submittals leveraging the assistance of other team members for compliance with scope, design documentation, and coordination with other disciplines against the design documents.
- Understand and perform document control functions, including tracking and creating of Request for Proposals, Project Memos and Site Instructions, transmitting and tracking of submittals, compose agreements and maintain project expediting list.
- Monitor the construction schedule to assist in delivering the project on time and on budget.
- Assisting the project team in coordinating and monitoring the design deliverable schedule to facilitate and/or assist with permits, procurement, shop drawings, offsite production, construction, and commissioning.
- Participating in overall project closeout, including document archival, maintenance and warranty manuals, deficiencies, and warranty work.
- Work with management to develop clear, trackable, and executable project scope, specifications, and plans.
- Assist management in drafting contracts.
- Obtain quotes, issue purchase orders, and track deliverables from third party suppliers and contractors.
- Liaise with Consultants and Trade Contractors in a professional manner and effectively communicate both the concerns and the best interests of the project.
- In conjunction with project team, submit project reports and communicate with management about project progress and areas of risk that need to be escalated.
- Manages all back charges and change orders, including processing, and assessing cost and schedule impact.
- Prepare all permit applications.
- Liaise with site personnel to effectively and accurately communicate that project documentation is provided to sites on a timely basis, including Scopes of Work, Contract documents, Health and Safety documents, and structural/colour charts are up to date.
- Maintain required project logs, including RFI, SI, CO, BC, Rentals, Equipment and Drawing logs.
- Prepares and/or verifies progress payments to suppliers and trade contractors, and monitors progress in conjunction with management.
- Performing weekly or monthly detailed project cost reviews.
- Monitor, interpret and forecast a project's cost reports ensuring they are in line with the estimate and maintain a positive cash flow, accurately and timely for submission and review with senior management.

Project Coordinator | 07/2021 – 10/2023

Coldform manufacturing Inc - Richmond Hill, ON

- Monitor and purchase all structural and construction materials for the company, consumable and safety items for all projects and prepare detailed documents and Purchase order, tracks change orders, ensure timely delivery and accuracy of purchase orders, scope changes and Packing slips.
- Help the project superintendent with the organization, coordination, and management of construction activities, including staff and tools.
- Review the shop drawings and order list before placing the material order and during the planning and budgeting stages of the project using AutoCAD and MS Project.
- Calculate the total length of the exterior, interior walls, and slabs for estimation using Planswift.

Civil Engineer | 09/2017 - 12/2019

Saramad Bana construction company- Iran

- Prepared the contract documents and bid estimates for projects.
- Coordinated all shop drawings and made appropriate adjustments using Auto-cad.
- Gathered and analyzed data to predict the volatile markets and made recommendations to the company executives on pursuing/bidding construction projects.
- Calculated the cost and benefit ratio of different projects using different methods and models, present worth and future worth and capitalized cost, payback period, etc.
- Investigated the insitu soil conditions, including appropriate laboratory tests, calculated the soil bearing capacity and all necessary calculations/design before starting the foundation construction using ABAQUS software.

Project coordinator | 06/2017-09/2017

Municipality of Mashhad- Iran

- Coordinated in the design of charging bicycle stations.
- Coordinated in the design of public transportation software.

Education

- Concordia University-Montreal,QC|Master of Engineering (Civil Engineering (Construction Management), 09/2019- 06/2021)
- Sadjad University-Mashhad,Iran|Bachelor of Science (Civil Engineering, 09/2013-09/2017)

Skills

Tool skills such as NewStar, AutoCAD, Microsoft office programs, Etabs, Safe, GIS, Revit, Abaqus, Rapid Miner, Jonas, Planswift, Blue print and MS Project.

Certifications

- Autodesk Revit Workshop at ECSGA Concordia University
- Construction Estimating Extension at LinkedIn
- Construction Estimating Takeoff at LinkedIn
- Blue beam, Managing Construction Drawings Digitally at LinkedIn
- Microsoft Project in Business Situations: Tips from the Field at LinkedIn
- AODA training and MOL – Health & Safety Awareness training at Ontario Ministry of Labour, Training and Skills

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Development

Language

English- Fluent

French-Basic level

Volunteer Experience

The Ismaili Community – Iran (Advisor of high school students and instructor of physics and math.) 2017/03-2017/06

LinkedIn

<https://www.linkedin.com/in/noushin-mirshahi-9b30a9216/>

Appendix- Courses taken

The following are the most important courses taken during

- Master's program:

Building Economics, Infrastructure and Rehabilitation, Project management , Legal issue in construction , Construction Planning and control, Design Analysis, Foundation Engineering, Project Cost estimating, Environment Engineering

- Bachelor's program

Engineering geology, Material Strength, Structure Analysis, Metal Structures, Statics, Reinforced Concrete Structures, Concrete Technology, Soil Mechanics, Foundation Engineering, Road pavement, Road engineering Project.
