

Wasiu Azeez

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PROFESSIONAL SUMMARY

Dedicated and results-driven Project Coordinator with over 4 years of experience in managing residential, commercial, and industrial construction projects. Proven expertise in project planning, execution, and completion while ensuring compliance with safety regulations and building codes. Proficient in coordinating multidisciplinary teams, managing budgets, and utilizing construction management software. Adept at multitasking, problem-solving, and delivering projects on time and within budget. Committed to maintaining high-quality standards and fostering effective communication among stakeholders.

CORE COMPETENCIES

- **Project Management:** Comprehensive experience in planning, executing, and finalizing construction projects according to strict deadlines and within budget.
 - **Construction Coordination:** Skilled in coordinating with contractors, subcontractors, and vendors to ensure seamless project operations.
 - **Regulatory Compliance:** In-depth knowledge of the Occupational Health and Safety Act, Construction Act, Ontario Provincial Standards, and CSA standards.
 - **Quality Assurance:** Expertise in implementing quality control measures and conducting thorough inspections to uphold construction standards.
 - **Budgeting and Cost Control:** Proficient in preparing and managing project budgets, forecasts, and financial reports.
 - **Software Proficiency:** Advanced skills in Microsoft Office Suite (Word, Excel, Project, Outlook), AutoCAD, BlueBeam, Primavera P6, and other project management tools.
 - **Communication and Leadership:** Excellent verbal and written communication skills with strong leadership and team collaboration abilities.
 - **Problem-Solving:** Effective at identifying project challenges and implementing strategic solutions.
 - **Time Management:** Exceptional organizational skills with the ability to prioritize tasks and manage multiple projects simultaneously.
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PROFESSIONAL EXPERIENCE

Project Coordinator

TowalTech Inc., Caledonia, Ontario February 2024 – Present

- Coordinated and managed all phases of residential and commercial construction projects, ensuring adherence to project timelines and budgets.
- Scheduled and led meetings with city inspectors, external inspection teams, and stakeholders to ensure compliance with local building codes and regulations.
- Managed quality assurance processes, overseeing inspections, and proactively addressing construction issues to maintain high standards.
- Supervised and coordinated the work of general labor and trade teams, ensuring efficient workflow and timely completion of tasks.
- Oversaw the installation and functionality of gas, plumbing, sanitation, and electrical systems, ensuring compliance with safety standards.
- Prepared and tracked Change Notices, Change Orders, and Requests for Information (RFIs), maintaining accurate and up-to-date project documentation.
- Utilized Microsoft Project and AutoCAD to monitor project progress and facilitate effective planning and execution.
- Ensured adherence to company policies, safety procedures, and best practices throughout all project activities.

Key Achievements:

- Successfully delivered multiple projects on schedule, resulting in a 10% improvement in client satisfaction ratings.
 - Implemented process improvements that reduced project delays by **15%** and enhanced overall efficiency.
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Project Coordinator

Garnet Construction Ltd., Winnipeg, Manitoba January 2023 – June 2023

- Assisted in coordinating low-rise residential construction projects, focusing on inspection readiness, quality control, and timely delivery.
- Collaborated with cross-functional teams to meet project milestones and maintain adherence to established budgets.
- Utilized BlueBeam, Primavera P6, and MS Project to track project progress, manage documentation, and coordinate tasks effectively.

- Conducted regular site visits and inspections to monitor construction activities and ensure compliance with design specifications and safety standards.
- Liaised with insurance companies to handle claims and ensure proper project coverage and risk management.
- Demonstrated strong organizational skills and adaptability in a fast-paced, dynamic work environment.

Key Achievements:

- Streamlined documentation processes, reducing administrative time by 20% and improving information accessibility.
 - Contributed to the successful completion of projects within budget constraints, achieving a cost saving of 8%.
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Senior Project Coordinator

Alberck Industries Limited, Lagos, Nigeria June 2011 – December 2022

- Provided comprehensive support to project managers in planning, executing, and closing multiple large-scale commercial and residential construction projects.
- Coordinated daily construction activities, effectively managing subcontractors, suppliers, and on-site personnel to ensure project objectives were met.
- Oversaw the preparation and maintenance of detailed project documentation, including contracts, permits, inspection reports, and progress updates.
- Conducted thorough site inspections and safety meetings, ensuring strict adherence to health and safety protocols and minimizing workplace incidents.
- Assisted in developing and managing project budgets, schedules, and resource allocation plans to optimize efficiency and cost-effectiveness.
- Facilitated effective communication among stakeholders, resolving project issues promptly and maintaining strong client relationships.
- Participated in the preparation of conceptual project budgets and assisted in bid and tender processes.
- Implemented quality control procedures and checklists, ensuring all construction activities met required standards and specifications.

Key Achievements:

- Successfully managed and delivered over 25 projects, enhancing company reputation and securing repeat business.
 - Improved project delivery times by 12% through effective scheduling and resource management strategies.
 - Led safety initiatives that resulted in a 30% reduction in on-site accidents, promoting a culture of safety and compliance.
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EDUCATION

Graduate Certificate in Construction Project Management

Conestoga College, Waterloo, Ontario September 2023 – April 2024

Bachelor of Engineering in Civil Engineering

Federal University of Technology, Minna, Niger State, Nigeria April 2005 – April 2009

CERTIFICATIONS AND LICENSES

- Engineer in Training (EIT)
 - Project Management Professional (PMP) – *In Progress*
 - Scrum Master Certification
 - Working at Heights/Fall Protection Certification
 - WHMIS Certification
 - Supervisor Health and Safety Awareness Certification
 - Registered Civil Engineer, Council for the Regulation of Engineering in Nigeria
 - Certified Member, Nigerian Institution of Civil Engineers
 - Certified Member, Nigerian Society of Engineers
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ADDITIONAL INFORMATION

- Driver's License: Valid Ontario Class 'G' driver's license with access to a personal vehicle.
- Language Proficiency: Fluent in English.
- Certification Eligibility: Eligible for CET, EIT, and PEng certification (in progress).
- Availability: Willing to relocate and travel as per project requirements.