

Mehdi Nejad

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Profile

PMP Certified professional with 7 years of experience in civil engineering, project coordination, and cost estimation across residential, commercial, and telecom infrastructure. Expertise in supervising site installations, producing detailed cost estimates, and managing project timelines. Proficient in AutoCAD, MS Project, and Bluebeam, with a strong background in coordinating teams, preparing material take-offs, and ensuring projects adhere to technical specifications and industry standards. Known for effective collaboration with stakeholders and delivering projects within budget, scope, and on time.

Work Experience

Jul2023 – May 2024 **Inventory Lead**
DAVIDsTEA

- Supervised and motivated team members to meet sales targets
- Trained new staff and supported ongoing development for existing team members

Nov2020 – Apr 2023 **Estimator & Project Coordinator**
SMC Co.

- Coordinated project activities, overseeing both the cost estimation and progress tracking for various construction projects, including residential and commercial buildings, using Bluebeam, AutoCAD, and MS Project.
- Worked closely with architects and engineers to ensure cost estimates, technical specifications, and project designs aligned throughout all project stages.
- Created accurate 2D/3D models and estimates for structural components, site plans, and building layouts, ensuring both design integrity and cost-effectiveness.
- Provided ongoing cost and schedule updates to project managers, ensuring budget adherence and resolving any discrepancies during the construction phase.
- Utilized Bluebeam to assist in material take-offs, cost tracking, and reporting for comprehensive project documentation and final deliverables.
- Managed communication with stakeholders and team members to ensure the timely and cost-efficient completion of projects, minimizing delays or budget overruns.

Aug2017 – Oct2020 **Telecom Civil Engineer**
ESM.Co

- Performed comprehensive land evaluations and soil testing to assess foundation suitability for telecom towers, ensuring compliance with local regulations, design requirements, and industry standards.
- Supervised on-site tower installations, managing crews and overseeing all phases from foundation preparation to equipment installation, resolving technical issues on-site to avoid delays.

- Collaborated with contractors, engineers, and project managers to align schedules with broader project timelines, ensuring smooth workflow and adherence to technical drawings and engineering plans.
- Provided regular project updates to stakeholders, communicating progress, addressing delays, and conducting inspections and tests to verify equipment functionality and ensure safety protocols were met.

Jun2016– Jul2017 **Site Administrator**

Kian Fanavar

- Coordinated daily site operations, ensuring safety compliance and adherence to project specifications.
- Managed permits, contracts, and reports to streamline communication with stakeholders.
- Assisted in scheduling and coordinating subcontractors to meet project deadlines and resolve on-site issues.

Certificate

Jul2024 - **PMP (Project Management Professional)**

Project Management Institute (PMI)

Technical Skills

- AutoCAD (2D & 3D)
- Microsoft Office
- Excel
- MS Project
- ETABS (Intermediate)
- Power BI
- Bluebeam
- PlanSwift

Core Skills

- Communication Skills
- Team Collaboration
- Negotiation Skills
- Contract Management
- Procurement Management
- Risk Management

Education

- **Bachelor's Degree in Civil Engineering Technology- Civil.** Sep2011 – Sep 2013
Islamic Azad University, Roudehen
- **Associate's degree in Civil Technician- Building Public Works.** Sep2008 – Jul2011
Islamic Azad University, Roudehen