

# Mehran Parvizi

*Project Manager*

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## SUMMARY

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Accomplished Project Manager with almost 9 years of experience in the construction industry and a solid foundation in civil and structural engineering. I possess expertise in project management, budgeting, scheduling, timeline and budget management. I have a proven history of overseeing two high-rise projects in the GTA, delivering successful results on time and within budget for a well-known construction management firm. Proficient in resource allocation, risk mitigation, disputing contractor's claims, and contractor negotiations, I bring strong communication skills combined with exceptional problem-solving, leadership, and organizational abilities. Looking for a dynamic role that allows me to leverage my experience in advancing the success of a progressive construction team.

## TECHNICAL SKILLS

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### Project and Contract Management Skills :

Budgeting and Budget Management, Project Planning and Scheduling, Contract Negotiation and Management, Team Leadership, Risk Assessment and Mitigation, Disputes Management and Resolution, Value Engineering and Management, Building Codes, Quality Control and Assurance, Safety Compliance, Building Information Modeling (BIM)

### Computer Skills :

Microsoft Project, Bluebeam (Revu), Procore, AutoCAD, Revit, MS Office

## EXPERIENCE

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### Project Manager

Oct 2021 - Present

*DMF Construction Management Inc. - Markham, ON*

- \* **Provide overall construction management** from pre-construction to completion, overseeing two mixed-use high-rise residential **LEED Certified** projects worth over **400 million dollars**. Responsibilities include contractor management, budget management, cost optimization, planning and scheduling, and quality considerations.
- \* Understand client drivers and objectives, offering **value engineering proposals** to optimize functionality, cost, and schedule.
- \* **Negotiate and issue contracts, revisions, major purchase orders, and progress payments**, while tracking their progress and timelines, and authorizing billings.
- \* Oversee multiple superintendents, site admins, assistant project managers, and contract admins, reporting directly to the **President**.
- \* Identify and manage **risks and opportunities** throughout the construction project life cycle.
- \* Conduct regular drawing and specification reviews, delivering clear and coordinated plans for effective field implementation.
- \* Manage stakeholder expectations by building robust relationships with Owners, Consultants, and Trade Contractors to foster collaboration for project success.
- \* Interpret and enforce **contract terms** and related documents, overseeing contract administration.
- \* Manage document control functions, including **RFIs** and **submittals**.
- \* Manage change orders, liaise with relevant parties, and review site instructions and contract rates for precise adjustments.
- \* Resolve contract disputes and negotiate solutions to ensure timely project progression.
- \* Lead and chair project meetings with internal and external parties, liaising with Contractors and Consultants to resolve conflicts promptly.
- \* Utilize software and tools to **streamline processes, improve efficiency**, and enhance overall project management capabilities.

- \* Conduct regular site inspections to ensure compliance with safety regulations, quality standards, and project specifications.
- \* Manage project commissioning and closeout processes, including inspections, punch lists, final approvals, and compliance letters.
- \* Provide **leadership and supervision** to junior team members, supporting their ongoing development and progression.

## Project Manager

Sept 2019 - Aug 2021

*Kayson Inc. - Tehran, Iran*

- \* **Managed 3 mega projects** with Curtain Wall facade, valued at over **20 million US Dollars** in total.
- \* Analyzed the scope of work, specifications, and tender documents, identifying and addressing any discrepancies or inconsistencies.
- \* Performed **value engineering** by proposing different brands (Schuco, Reynaers, and Lorenzo) to align with client budgets and improve contract award potential.
- \* Developed a detailed schedule with critical milestones, including **shop drawing submittals**, material take-off, and first delivery dates.
- \* Created a start-up checklist and requested Issued for Construction (IFC) drawings and other essential documents.
- \* Submitted and tracked material samples for approval.
- \* Chaired essential meetings such as Scope of Work, Material Take Off, Kick-Off, and additional meetings as needed.
- \* Submitted and tracked **Requests for Information (RFIs)** to resolve any project discrepancies.
- \* Conducted thorough reviews of shop drawings prior to submission to the engineer for approval.
- \* Coordinated mock-ups as required by the project scope.
- \* Verified material and parts take-offs before releasing them for purchase, ensuring accuracy.
- \* Ensured final door sizes and frit-glass details were provided to purchasing, avoiding delays.
- \* Worked with Field Managers or Site Superintendents to mark up shop drawings with the latest requirements.
- \* Verified that parts were released according to the production schedule, considering products with longer lead times.
- \* Assessed site conditions proactively to identify and mitigate potential issues.
- \* Completed request forms accurately to track orders, missing items, remakes, services, or on-hold items.
- \* Collaborated with Field Managers and site staff to resolve outstanding issues and track the project schedule.
- \* Reviewed **Change Order Requests** and ensured proper documentation of all project changes.
- \* Attended scheduled consultant, coordination, and site meetings as required to ensure project alignment.

## Research Assistant - Funded Position

Sep 2016 - Aug 2019

*University of Ottawa - Ottawa, ON*

- \* Conducted research on **Concrete Sustainability**, leading to the publication of **3 journal papers**.

## Assistant Project Manager (on-site)

Aug 2013 - Aug 2016

*Saytal Sakht Inc. - Tehran, Iran*

- \* Assisted project manager on **3 Aluminum Facade projects** (airport) featuring unitized curtain wall systems by Schuco.
- \* Conducted a comprehensive analysis of project documentation, including scope of work, specifications, and tender documents, **identifying and addressing discrepancies** for enhanced project accountability.
- \* Prepared quotations based on drawings, specifications, and scope of work, finalizing them with the Project Manager.

- \* Participated in kick-off meetings with the Associate Director, Project Manager, and Estimating team to align on project goals.
- \* Established weekly meetings with the Drafter and Project Manager during pre-construction, maintaining detailed minutes on the internal communication platform.
- \* Followed up on **RFIs and SIs**, providing timely updates to the Project Manager.
- \* Reviewed project milestones and proactively informed the Project Manager of any potential obstacles.
- \* Maintained regular communication with the shop and production teams, providing status updates to the Project Manager.
- \* Scheduled meetings within the organization as well as with clients and their project teams to ensure ongoing project alignment.
- \* Followed up on outstanding **Change Orders** to ensure timely completion.

## EDUCATION

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### University of Ottawa

Ottawa, ON

*M.Sc., Structural Engineering*

*Sep 2016 - April 2019*

- **Notable Project:** Thesis on sustainable materials in concrete, awarded best thesis in department.

### University of Science and Culture

Tehran, Iran

*B.Sc., Civil Engineering*

*Sep 2009 - Aug 2013*

- **Relevant Coursework:** Structural analysis, materials science, and project management.

## CERTIFICATIONS

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**LEED Green Associate (LEED GA)**

In progress, expected completion: [October, 2024]

**LEED Accredited Professional (LEED AP)**

November 2024

**Project Management Professional (PMP)**

February 2025