

MARYAM WASEEM BURPL, RPP Candidate

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EDUCATION

- Bachelors of Urban and Regional Planning (Honours) (2016 - 2020)
 - Toronto Metropolitan University, Toronto, ON
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SKILLS SUMMARY

- **Project Management Expertise:** Extensive experience managing residential, mixed-use development, and retail projects across the Greater Toronto Area (GTA) and Calgary, Alberta regions, overseeing all aspects from conceptualization to completion.
- **Financial Management:** Proficient in managing financial proformas, project budgets, and cost controls for both large- and small-scale developments, ensuring projects are completed within budget and financial goals are met.
- **Land Use & Planning Knowledge:** Strong understanding of land use policies, including the Planning Act, Provincial Policy Statement (PPS), Growth Plans, Zoning By-laws, and Urban Design Guidelines, ensuring regulatory compliance and effective site planning.
- **Team Leadership & Stakeholder Coordination:** Experienced in leading consultant teams and coordinating with external community stakeholders, fostering clear communication, aligning project objectives, and ensuring successful project outcomes through collaboration and strategic oversight.
- **Client Relationship Management:** Exceptional attention to detail in building and nurturing client relationships, with a demonstrated ability to think creatively and deliver innovative solutions to complex challenges.
- **Problem-Solving & Leadership:** Adept at identifying and resolving issues with actionable solutions, providing strong leadership, and building trust and cohesion within cross-functional teams.
- **Time & Deadline Management:** Highly skilled in managing project timelines, prioritizing tasks, and ensuring timely project completion through effective scheduling, time management, and proactive coordination.
- **Technical Proficiency:** Advanced functional knowledge and proficiency in MS Word, Excel, Outlook, Access, Project, PowerPoint, and Windows OS, alongside strong data entry skills. Well-versed in Adobe Creative Suite (Photoshop, Illustrator, InDesign).

PROFESSIONAL EXPERIENCE

RIOCAN REAL ESTATE INVESTMENT TRUST, TORONTO, ON

Senior Development Coordinator 2023 - 2024

Development Coordinator 2021-2022

- Project lead on mixed use and retail redevelopment projects in the GTA and Calgary Region.
- Oversee Planning Applications, direct the management of diverse planning applications encompassing Official Plan Amendments, Zoning By-law and Site Plan amendments, Building Permit applications, and minor variances/consent applications for mixed-use and retail pad developments.
- Nurture Stakeholder Relationships, cultivate and sustain strong rapport with retail tenants, municipal officials, and staff from various government agencies, fostering effective collaboration and communication.

- Perform thorough planning and policy due diligence, evaluating adherence to official plans and city bylaws. Monitor municipal Official Plan and Secondary Plan reviews to gauge their effects on RioCan's properties. Stay updated on evolving legislation and its implications for all projects.
- Coordinate and monitor processes, tasks and functional procedures diligently by following organizational protocols as needed.
- Prepare the project update memos for senior management team.
- Act as an internal planning counsel for various lease deals; determine whether lease deals comply with official plan and zoning standards, to mitigate any planning issues that may arise.
- Plan and execute public and community-based meetings for various projects.
- Prepare Requests for Proposals (RFPs) to retain consultant teams for development applications. Negotiate change order and fee increase with consultants.
- Oversee the processing of invoices and ensuring projects remain on budget.

CITY OF TORONTO, CITY PLANNING DIVISION, TORONTO, ON

Planning Intern - City Planning Division

2019 - 2020

- Routinely screened Development Applications according to the City's objectives and policies.
- Shadowed Senior Environmental Planners at community engagement meetings and round-table discussions with stakeholders.
- Dispensed duties as Project Manager of "Biodiversity" Toolkit for the Youth utilizing Adobe Creative Suite, while developing an interactive and comprehensive document to be approved by municipal staff and various stakeholders.

RYERSON UNIVERSITY, TORONTO, ON

Research Coordinator (TransForm Lab)

2018 - 2020

- Attained high productivity while working within tight timelines while being highly flexible, organized and prioritizing workload effectively and efficiently in a timely manner.
- Successfully coordinated a team of staff to conduct surveys across the GTHA, utilizing organizational and project management skills.
- Coordinated and managed multiple projects that support Operational Excellence.
- Implemented and ensured compliance with all operating procedures, processes and policies.
- Coordinated routine communications with clients, staff, internal departments, contractors in an empathetic, efficient and timely manner.
- Resolved complex issues by determining the needs of the clients and offering favorable solutions.
- Proactively analyzed transportation statistical data to produce findings and figures to be presented to municipal staff and published in research papers.
- Maintained contact and followed up on problems that required special handling.

MEMBERSHIPS

- NIAOP Developing Leader Member
- Ontario Professional Planner Institute Candidate
- Urban Land Institute Member