

Michelle Chew

Woodbridge, ON

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SUMMARY OF SKILLS

Construction Management/Administration (Newstar, Aconex, Prolog, Dynamic Builder) – 10+ years

Reviewed trades' scopes of work, and tendered and awarded trade contracts
Managed Decor and systems processes to ensure proper costing and retail pricing
Reviewed and maintained construction documents in Aconex (consultants' drawings, contract breakdowns, finishes specifications, suite selections)
Leadership role for quality maintenance, investigative issues and training staff in Prolog
Maintained project database to ensure accuracy in budgets and projected costs
Reviewed and issued various financial reports for Senior Management
Issued purchase orders, work orders and payment summaries for trades

Décor Management – 5+ years

Responsible for project performance of suite upgrades and interior finishing including coordination of selected materials, value engineering, cost analysis and quality assurance of finished product
Created and maintained relationships with consultants, suppliers, trade contractors and purchasers
Collaborated with the project team and senior staff to ensure successful project completion

Microsoft Office – 10+ years

Advanced experience in the use of Microsoft Word, Excel, PowerPoint and Outlook

Customer Service/Relationship Management – 10+ years

Liaised with Construction, Accounting, Sales, consultants and trade contractors

EMPLOYMENT HISTORY

Mason Homes, Stouffville, ON

Contracts Manager

December 2023 – Current

- Responsible for sourcing, interviewing and negotiating contracts with trades and suppliers.
- Reviewed and updated all trades' scopes of work with Site staff to ensure accuracy.
- Prepared pricing of upgrades and extras, and coordinated with Decor during the Purchaser selection process.
- Reviewed all colour charts, waivers, amendments and final paperwork, and issued to trades and Site staff.
- Managed drawing review process with architects to ensure all purchasers' extras were captured on permit drawings.
- Analyzed Decor retail mark ups and upgrade revenue to increase profit margin.
- Maintained strong relationship with suppliers and improved product offerings.
- Ensured all Decor samples and displays were current and complete.
- Maintained *Newstar* database with respect to the pricing of all model elevations and options.

Collecdev Inc, Toronto, ON

Finishes Manager

Jan 2019 – December 2023

- Oversaw the finishes and Décor program for multiple large projects
- Oversaw preparation of supplier samples, supplier pricing and suite takeoffs for all projects
- Created and maintained timelines for structural and interior selections based on site timeline
- Managed finishes specifications with suppliers and interior design consultants
- Responsible for implementation of Décor software (pricing, renderings, agreements)
- Created and managed all procedures to finalize selections with the purchasers during their décor appointments
- Communicated internally and externally, as required, to facilitate the execution of selections
- Prepared instructions for consultants to update their drawings. Reviewed and coordinated as required
- Reviewed all architectural, electrical, mechanical and interior design drawings to ensure accuracy
- Prepared suite finishes selections schedules for all interior finishing contracts
- Responsible for budget/cost control for interior finishing contracts, including the management of unit rates and overall costing models for Décor program
- Managed cost impact to contracts from Décor program
- Prepared weekly Sales Reports for suite upgrades
- Reconciled purchaser agreements and payments with legal dept

Tucker Hi-Rise Construction Inc / Great Gulf Homes, Toronto, ON

Contracts & Costing Analyst (Great Gulf Homes)

Sept 2016 – Dec 2018

Construction Budget Administrator (Tucker Hi-Rise)

May 2012 – Sept 2016

- Assisted Project Management teams with setting up and maintaining budgets, contracts, purchase orders and change orders in *Prolog*
- Created queries for Project Management and Accounting teams to make their daily operations more efficient
- Reviewed budget reports to ensure that costs are properly identified and forecasted Prepared budget reconciliations as needed, as well as monthly Variance Reports for Senior Management
- Efficient with construction management software, *Dynamic Builder*. Single point of contact for the company for all administration and maintenance. Created manual and conducted training sessions with staff
- Set up, reviewed and maintained budgets for all projects, and updated database
- Analyzed and reviewed invoices, and investigated all issues to ensure prompt and accurate payment
- Liaised with Accounting Dept., Site Management and trades to ensure that proper approvals and payments were issued
- Knowledgeable with *Newstar Enterprise* – reviewed and set up suite contracts, created and maintained upgrade pricing catalogue for Great Gulf Homes' high-rise projects, reviewed colour selections and distributed purchase orders to all suite finishes trades

Landlord Property & Rental Management Inc, Toronto, ON (Co-op)

New Client Services Coordinator

Jan – Sept 2011

May – Sept 2010

- Operated *Spectra and* advised co-workers how to navigate program properly
- Set up and maintained residential properties (apartments, high-rises, low-rises), new client files, tenant payment history and rent increases
- Processed tenant applications (employment verification, income validation, credit history, prior landlord history and personal references) and drafted leases
- Reviewed leases and met with tenants prior to signing
- Conducted rent increases for properties and provided notice to tenants
- Analyzed Inspection Reports for quality control purposes, to ensure that every required aspect was covered (list of deficiencies, photos of unit, smoke alarms tested)
- Coordinated implementation of repairs, maintenance and renovation
- Processed non-resident clients' NR6s and filed to Revenue Canada accordingly
- Main point of contact for all clients; Investigated and responded to all clients' inquiries to resolve any ongoing issues pertaining to their properties or online accounts
- Coordinated with Homeowners and Property Inspectors, including scheduling appointments
- Maintained up-to-date client and tenant files

EDUCATION

Bachelor of Commerce, University of Guelph, Guelph, ON

2007 – 2012

- Bachelor of Commerce, **Real Estate and Housing Management** (co-op certification)

George Brown College, Toronto, ON

2015

- Construction Project Management (course)