

MERT BASARAN

595 St. Clair Ave West, Toronto, ON

(437) 996 9009 mert.basaran993@gmail.com

Education

- **Post-Graduate Degree, Construction Project Management** September 2018 – April 2020
Lambton College, Toronto/ON
- **Bachelor's degree, Civil Engineering(Mudek Accreditation)** September 2012 – June 2017
University of Atilim, Ankara/Turkey

Technical Skills and Qualifications

- Advanced in **Office 365**; experienced in working with large datasets; analyzing data, creating charts and other visual output.
- Intermediate in **Bluebeam**; experienced in comparing documents, submitting RFIs and plans for approval.
- Intermediate in **Procore**; experienced in speeding up the RFI, shop drawing submittal process and connecting job sites with office.
- Intermediate in **Invitely**; distributing drawings, site instructions and ordering drawings for site office.
- Demonstrated ability to work both independently and in a team environment, developing excellent leadership and organizational skills.
- Excellent communication and interpersonal skills.
- Strong work ethic, time management and multi-tasking skills.

Work Experience

Site Project Coordinator (Full Time)

May 2023 – December 2024

Medallion Developments

Project Name: Harwood and Bayly Square Phase 2

Location: 25 Kitney Drive, Ajax, ON

Number of Buildings: 2 Residential Towers

Number of Suites: Building C - 324 and Building D - 227

Number of Floors: Building C - 23 and Building D - 19

- Executed site orientations for laborers.
- Ordered concrete from supplier for site.
- Organized concrete delivery log, concrete test reports and filled out pour summary forms for lab tests.
- Coordinated construction meetings such as weekly trade meeting, joint health and safety committee and worker trade meetings.

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- Administered site office by ordering necessary supplies.
- Orchestrated logs such as concrete, rebar, rental, safety and lost days.
- Monitored and tracked shop drawing log on a regular basis.
- Disseminated site instructions and drawings to trades through Invately.
- Coordinated and distributed job-related daily and weekly progress photographs.
- Facilitated inspections for various scopes of work such as concrete, pre boarding, blockwork and firestop sealant.
- Assisted in the tracking of project deficiencies.

Site Coordinator (Full Time)

September 2022 – February 2023

Tridel

Project Name: The Well

Location: 450 Front Street West, Toronto, ON

Number of Building: 1 Residential Tower

Number of Suites: 613

Number of Floors: 46

- Coordinated the administrative role for the construction management team.
- Issued purchase orders for all material suppliers (working with large budgets).
- Updated and distributed site meeting minutes to Trades.
- Completed daily journal entries.
- Assisted site management staff with numerous clerical duties.
- Ensured all timesheets (site staff and laborers) were ready and faxed to Payroll in a timely manner.
- Monitored and tracked site equipment and small equipment rentals.
- Monitored and tracked concrete and rebar count and entry.
- Distributed deficiency lists for trades to complete.
- Optimized site orientations for laborers and handymen.
- Uploaded weekly safety inspection report on SiteDocs weekly.
- Conducted health and safety meeting weekly.

Volunteer Experience

University of Atilim

- Worked at rectorship in the university as an organizer helper to ensure symposiums/events happened successfully.

Robinson Club Sarigerme Park

- Worked at a hotel to teach people how to go windsurfing.