

AJAY SHARMA

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HIGHLIGHTS OF QUALIFICATIONS

- 8+ years of project management experience with leading construction and manufacturing organizations.
- Certified Engineering Technologist with an advanced diploma in Mechanical Engineering; pursuing PMP and LEED Certification
- Skilled in synthesizing and reporting quantitative and qualitative data
- Exceptional customer service, design acumen, and creative thinking skills
- Proficient in MS Suite (advanced Excel), Project Management software (Procore, Plangrid, MS Project), AutoCAD, Autodesk Inventor, and REVIT
- Strong negotiation and expectation management skills regarding project scope and client requirements
- Recognized for leadership, initiative, and the ability to manage multiple priorities in a fast-paced environment
- Expertise in building collaborative relationships with internal and external stakeholders

ACCOMPLISHMENTS

- **Reduced expenditures by 30%** by negotiating service and vendor contracts
- Executed several highly profitable projects with **budgets that ranged from \$10,000- \$10,000,000**
- Streamlined organizational processes among teammates, **increasing the revenue stream by 40%**
- Developed a project management workflow using **GANTT charts that increased efficiency by 25%**

CORE COMPETENCIES

<i>Leadership</i>	<i>Project Management</i>	<i>Tech-savvy</i>	<i>Adaptable</i>
<i>Communication</i>	<i>Detail-Oriented</i>	<i>Problem Solving</i>	<i>Organizational Skills</i>

PROFESSIONAL EXPERIENCE

Sep 2023 – Present | **Technical Project Manager**
Greco Aluminum Railings

Serve as an intermediary between project management and design/engineering

- Review Issued for Construction drawings, shop drawings and engineering specifications
- Manage project schedules to meet client deadlines
- Oversee field coordinators ensuring on-site operations are on track
- Conduct project post-mortems to identify areas of improvement make recommendations

May 2021 – Aug 2023 | **Project Coordinator**
Toro Aluminum Railings

Responsible for managing multiple multi-million-dollar high rise condominium projects

- Reviewing and managing contract drawings and work packages that reflect all resources required
- Preparing project cost baselines, material takeoffs, and ordering material using JIT methods
- Troubleshooting field issues on-site to maintain workflow by coordinating with site supervisors
- Collaborating with engineers and other project managers to solve design issues and other site conditions

Aug 2020 – Jan 2021 | **Project Manager**
Sherhill Construction

Managed the execution for multiple construction projects for residential construction

- Identified plans and resources required to meet over 10+ project goals and objectives by setting realistic timelines and checkpoints
- Developed implementation methodologies to rein in project costs while meeting key milestones
- Reduced expenditures by effectively negotiating vendor and service contracts to drive savings of 30%
- Achieved project deadlines by coordinating with contractors to manage performance

Jan- Jul 2020 | **Project Coordinator (Contract)**
Somerville Merchandising

Executed various POP display manufacturing projects through to successful completion

- Managed project schedule, resulting in increased productivity by 25%
- Delivered complete project plans and coordinated engineering, design and shop drawing efforts
- Supervised multiple projects from project start through delivery by prioritizing client needs and delegating assignments
- Tracked all hours and expenses to keep project on task and within budgetary parameters

May 2018 – Jan 2020 | **Lead Project Coordinator**
Matrex Window System

Partnered with Project Managers on various architectural cladding projects for high rise sector

- Coordinated presentations for clients and project members highlighting project scope, progress and results, keeping all entities well-informed of milestones and goals
- Provided technical direction on 10 projects to other designers and engineers
- Formulated complete project plans, design and shop drawing efforts for architectural cladding
- Interfaced with departmental leaders to determine issues and deliver solutions to individualized problems and concerns

May 2016 – May 2018 | **Junior Project Coordinator**
State Window Corporation

Oversaw the execution of architectural cladding for various high-rise projects

- Managed over 8 projects on schedule by managing deadlines and adjusting workflows as needed
- Tracked all hours and expenses to keep project on task and within budgetary parameters
- Gathered requirements for ongoing projects and organized details for project managers
- Oversaw productivity streams, resulting in a productivity increase of 20%

May 2015 – May 2016 | **CNC Programmer**
Allied Technical Solutions

Primary contact for technical drawings, programming, and calibration of machinery producing architectural facades for major commercial projects

- Created and prepared drawing files using AutoCAD and V-Carve Pro
- Setup XYZ 3- Axis CNC router mills using proper protocols and procedures
- Machined high pressure laminates and various woods
- Ensured the utilization of proper tools for optimal efficiency
- Tracked inventory using MS Excel

EDUCATION & CERTIFICATIONS

Project Management Institute Certified Associate in Project Management	2021
Ontario Association of Certified Engineering Technicians & Technologists Certified Engineering Technologist	2016
Centennial College Advanced Diploma – Mechanical Engineering Design	2015