

VINCENZO SERVELLO

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PROFESSIONAL OVERVIEW

Detail-oriented Project Coordinator with hands-on experience in residential construction. Known for effectively managing project timelines, coordinating with subcontractors, and ensuring quality and safety standards are met on-site. Strong organizational and problem-solving skills, with a keen ability to track budgets, manage schedules, and oversee all aspects of construction projects to completion.

WORK EXPERIENCE

- Project Coordinator** | Paradise Developments, Toronto ON October 2020 – December 2024
- Oversee project timelines and milestones, preparing detailed status reports to ensure timely completion
 - Managed and adjusted invoices from multiple subcontractors, ensuring financial accuracy and timely payments
 - Assist in the processing of payroll for onsite workers, collaborating with Human Resources to maintain records
 - Ensured compliance with health and safety regulations, leveraging my Health and Safety Supervisor Awareness Certification and CPR training to maintain a safe and efficient work environment
- Assistant Site Supervisor** | Acecon General Contracting, Concord, ON January 2020 – October 2020
- Coordinated tasks with subcontractors and maintained schedules to ensure project timelines were met, demonstrating strong organizational and time-management skills
 - Established efficient work methods to adhere to schedules, closely working with other supervisors
 - Identified and resolved project issues, implementing solutions to keep projects on track and within budget
- Prestige Tutoring** | High School Tutor, Woodbridge, ON September 2019 - June 2021
- Provided personalized tutoring in advanced mathematics, helping students improve their analytical and problem-solving abilities
 - Conducted both in-center and in-home lessons, demonstrating adaptability and strong communicational skills
 - Provided personalized tutoring sessions for students in grades 9-12 in various subjects
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EDUCATION

- Toronto Metropolitan University** | Bachelor's Degree, Architectural Science September 2017 – June 2018
- Humber College** | Advanced Diploma, Architectural Technology September 2013 – June 2016
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SKILLS

Adaptability	Communication	Organization	Time-Management
Multitasking	Problem-Solving	Adaptability	Attention to Detail

CERTIFICATIONS

- Health and Safety Supervisor Awareness Certification** – The TRH Group
- Standard First Aid with CPR B & AED** – Rescue 7