

Minal Mistry

Cambridge, Ontario, Canada | (647) 987 9299 | minalgajjar16@gmail.com

LinkedIn | www.linkedin.com/in/minal-mistry

PROFESSIONAL SUMMARY:

Results-driven and detail-oriented Construction Project Coordinator with experience across multiple roles in the construction and design industries. Proficient in managing subcontracts, coordinating plans, and overseeing change orders to ensure project alignment and efficiency. Skilled in using Procore and Premier Construction Software for documentation management, RFIs, submittals, and billing processes. Strong background in creating and maintaining comprehensive logs, deficiency lists, and financial documentation. Adept at collaborating with clients, stakeholders, and teams to deliver successful project outcomes. Aiming to leverage diverse experience in construction coordination, design, and engineering to contribute effectively to dynamic construction projects.

EXPERIENCE:

Co-op Project Coordinator

May 2024 – Nov 2024

Broccolini Construction, Mississauga

- Developed and managed subcontracts and scopes of work for trade partners.
- Coordinated and followed up on plans and shop drawings to ensure project alignment.
- Managed change orders, ensuring timely communication and implementation on the construction site.
- Utilized Procore to receive, generate, track, and respond to RFIs, submittals, and transmittals.
- Created and submitted deficiency lists at project completion using Procore.
- Maintained comprehensive logs, including submittals, change orders, and subcontracts, ensuring project documentation accuracy and accessibility.
- Utilized Premier Construction Software to manage project billing, including providing detailed descriptions for client review and ensuring accuracy in financial documentation.

CAD Designer student

Jan 2024 – Apr 2024

Hatch Ltd. , Mississauga

- Aided in preparing engineering drawings and material takeoff.
- Utilized CAD tools for both 2D drawings and 3D modeling.
- Provided field support for inspection, progress reporting, and assessment in construction and condition assessment tasks, as needed.

Civil & Interior Designer

May 2022 – Mar 2023

Freelance

- Designed and furnished residential properties to create unique living spaces.
- Consulted with clients to understand decor preferences and used AutoCAD to prepare working drawings that aligned with budget, taste, and timeline requirements as well as provided bill of quantity services.
- Maintained project budget while being prepared for unanticipated costs.
- Successfully managed relationships with key stakeholders and clients.

Interior Designer

Sep 2021 – Apr 2022

Anisha Modi Interior Design, Ahmedabad, India

- Worked for residential houses and apartments, which likely involved designing and creating plans for new buildings, as well as potentially making modifications or renovations to existing structures.
- Gained knowledge in planning and designing work, including the creation of mood board presentations, working drawings, and 3D modelling using SketchUp software.
- Managed on-site agencies and material suppliers, which likely involved co-ordinating with different stakeholders and ensuring that materials and resources were available and being used effectively.
- Had one-to-one client meetings, in which I was responsible for communicating with clients, discussing their needs and preferences, and working with them to create designs that met their requirements.

Civil Engineer

Aug 2019 – Aug 2021

C.Gajjar Associates, Ahmedabad, India

- Designing for residential and commercial buildings, including new constructions and modifications to existing structures.
- Creating 3D visualizations with SketchUp for client understanding and adjustments.
- Using AutoCAD for 2D drawings applicable to construction.
- Supervising on-site work, ensuring alignment with plans and specifications.
- Tasks include managing teams, coordinating with professionals, and overseeing project progress.
- Addressing unexpected challenges or plan changes during the construction process.

Civil Designer

Nov 2018 – July 2019

Apikore Associates, Ahmedabad, India

- Worked for pharmaceutical companies which likely involved designing and creating plans for new buildings.
- Key features of the work included creating detailed drawings in AutoCAD software, including plan, elevation, and section drawings. These types of drawings provide a detailed and precise representation of the building's layout, including the placement of rooms, doors, and other features.
- Took part in Sandesh corporate quiz during the period, that depicts my knowledgeable and interested in the corporate events and may have had the opportunity to demonstrate my skills and knowledge in a competitive setting.

EDUCATION:

Construction Management program (Postgraduate)

(2023 - 2024)

George Brown college, Casa Loma campus, Canada

Bachelors In Civil Engineering

(2014 - 2018)

Gandhinagar Institute of Technology, Kalol, India

SKILLS:

- **Software** – AutoCAD 2D & 3D, Sketchup Revit, MS Project, Microsoft Office (Word, PowerPoint, Excel, Outlook, Teams), Bluebeam, Procore, Premier Construction Software, Bluebeam
- **Construction Documentation** – Construction contracts & agreements, Shop drawings – Reviewing and coordinating contractor drawings, RFIs (Requests for Information) & submittals, Review and circulate transmittals, Change orders, Safety & compliance documents, Blueprint reading & interpretation, Site plan and survey documents, As-built drawings, MOMs (Minutes of Meeting)
- **Proficient at estimation of the project** – Quantity take off, Material and equipment cost estimation, Subcontractor bids and quotes, Overhead & indirect costs

LICENCING/ CERTIFICATION:

- **Driving License** – Valid Driver's License Holder (G Class)
- **Procore Certification** – Construction Project Manager
- **Health & Safety** – WHMIS 2015, Working at Heights, First Aid, Health and Safety Awareness in 4 steps

PROFESSIONAL AFFILIATIONS:

- Associate member, OACETT(Ontario Association of Certified Engineering Technicians and Technologists)
- Engineering Intern(EIT), Professional Engineers Ontario

