

HELI CHICA
97 Cuffley Cres N
Toronto, ON M3K 1Y3
(647) 272-4225
hch_heli@hotmail.com

OBJECTIVE Obtain a position as a Finishing Superintendent

PROFILE

Over 20 years of experience in the construction industry

- Bilingual in English & Spanish
- GM Ontario Driver's Licence in good standing; Forklift Operators Certificate
- Member of *O.A.C.E.T.T Ontario Association of Certified Engineering Technicians and Technologist*
- Fall Arrest Certificate (Safety One), WHMIS certified
- Skilled in Microsoft Office (Word, Excel, Project and PowerPoint), RForm, V-Team
- Energy Star for New Homes Certificate, *Feb 19 2014*

RELATED SKILLS

- Current knowledge in residential, commercial and industrial construction practices
- Knowledgeable of the Ontario Building Code and the Ontario Health and Safety Act; safety conscious
- Skilled estimating, planning, scheduling, cost control, site supervision and project management
- Ability to read and interpret blueprints, drawings and schematics accurately

EDUCATION

Residential Construction Management Certificate
George Brown College, Toronto, ON

Graduated Dec 2015

Construction Engineering Technology Advanced Diploma
George Brown College, Toronto, ON

Graduated April 2014

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| • <i>Construction Project Management</i> | • <i>Law and Construction Contracts</i> |
| • <i>Housing and Small Building Construction</i> | • <i>Planning and Scheduling</i> |
| • <i>Quantity Surveying</i> | • <i>Estimating and Bidding Construction Works</i> |
| • <i>Construction Site Management – Supervision & Inspection</i> | • <i>Construction Project Management – Cost Control</i> |

WORK EXPERIENCE

Finishing Site Supervisor – High Rise Residential

Tribute Communities

Feb 2024-June 2025

- Successfully prepared and completed all units for PDI and final occupancy
- Oversaw completion of building envelope; including windows, balcony finishing and railing installations
- Successfully conducted all inspections prior to pre-board
- Scheduled, managed and oversaw trade work to ensure quality control
- Verified shop drawings for accuracy and alignment with site conditions before and during construction

Finishing Site Supervisor – High Rise Residential

Phantom Developments

April 2023-Feb 2024

- Managed and directed various subcontractors involved in finishing work
- Oversaw and ensured the quality of finishing work, including interior and exterior elements
- Conducted regular inspections to verify that finishing work meets the required standards and specifications
- Prepared all units for PDI's and final occupancy
- Regularly communicated with project managers, subcontractors, and other stakeholders to provide updates on the progress of finishing work and addressing any concerns or inquiries.

Finishing Site Superintendent – Low Rise Luxury Homes

Lindvest

Sept 2022-April 2023

- Managed construction site and performed daily operations
- Created and coordinated the construction schedule and managed site labour force while ensuring safety measures are being adhered to
- Responsible for all site purchases, rental equipment, completions and POs
- Interpreted construction drawings and specifications to assist all trades and site office staff
- Maintained and enforced strict quality control for all work performed on site

Site Supervisor/Project Manager – Luxury Home

Mazenga Building Group

Aug 2021- Sept 2022

- Monitored the construction schedule to deliver the project on time and within budget
- Communicated with client and trades start dates, material delivery expectations and general site deadline deliverables
- Responsible for document control including electronic filing systems, subcontracts quotes and contracts
- Overall responsibility and control of site activity including scheduling and managing trades, ensuring quality and timely progress and enforcing site safety

Site Supervisor - Commercial

On-Site Construction

Sept 2020 – Aug 2021

- Schedule and coordinate daily activities of construction trades on the job site
- Supervise employees on job site and ensure safety standards are being adhered to
- Apply effective problem-solving tactics to ensure project is completed within budget and timelines
- Enforce project-control policies and analyze specifications, construction drawings and schedule
- Order materials and schedule inspections as needed

Project Manager – Commercial

Weekes General Contracting

April 2019- April 2020

- Created a detailed work plan and maintained project timelines
- Defined and developed scope documents
- Managed all subcontractors, suppliers and invoicing
- Determined project schedule and ensured budgets were maintained
- Ensured required documentation was in place with Client and Sub-Contractors

Site Supervisor - Commercial

Weekes General Contracting

Sept 2018-March 2019

- Supervised and managed assigned jobs from start to finish
- Directed and scheduled sub-contractors on site
- Completed and submitted paperwork and photos while managing consistent communications with Field Seniors and the Project Manager
- Ensured projects and finishes were completed to high standards while being mindful of budgetary and timeline obligations

Painter/Area Supervisor

New Generation Painting Ltd. (Private Contractor for Empire Homes), Toronto, ON

July 2016-August 2018

- Coordinated, supervised and assigned duties to a small crew of tradesmen with various skills
- Read and interpreted blueprints, drawings, written and verbal instruction
- Determined materials required for each project and created purchase orders (PO's)

Site Coordinator – High Rise Residential

Tridel/Deltera

Sept 2015- Jun 2016

- Completed various administrative tasks including: recording site meeting minutes, updating construction drawings, payroll and maintaining office organization
- Ensured the Building Code Act and Construction Health and Safety regulations were being adhered to
- Assisted with the preparation of monthly progress reports and progress profiles
- Issued purchase orders for all material supplies working with large budgets
- Coordinated, maintained and distributed current records of drawings and revision notices

Site Supervisor

April 2014 – May 2015

RESCo Energy Inc.

- Provided instruction to workers as well as leadership of the job site at all times
- Ensured that the job site & all workers present were compliant with RESCo's extensive Health & Safety policy at all times
- Conducted weekly site meetings with workers
- Liaised with the Project Manager to confirm the status of the work by making sure that the project stays on budget and within the set time frame

AWARDS/SCHOLARSHIPS

HSI Scholarship for Construction Management Studies

April 2014

Construction & Engineering Technology Scholarship, George Brown College

April 2013

College Wide Scholarship Award, George Brown College

April 2013