

Marggi Rojas

Mobile: 647-896-4472 | rojasmarggi@gmail.com | Thornhill, ON, Canada

www.linkedin.com/in/marggi-rojas-2ab0a0329

About Me

Professional with solid experience in project coordination, construction management, and capital project delivery, gained in Canada and abroad. Skilled in planning, organizing, and supporting all phases of infrastructure projects, from design and procurement to construction and closeout. Strong background in coordinating contractors, managing budgets, reviewing drawings and documents, and ensuring compliance with safety and quality standards. Proactive, reliable, and detail-oriented, with excellent communication skills. Fluent in English, Spanish, and Farsi.

Skills

- Project & Facility Coordination
- Administrative & Financial Management
- Payables & Receivables Processing
- Project Scheduling & Documentation
- Budget Tracking & Cost Control
- Strong Communication, Analytical, and Negotiation Skills
- Organized, reliable, and team-oriented
- Proficient in AutoCAD, Microsoft Project, and MS Office Suite

Experience

Project Coordinator – Axo1 Corporation

Toronto, Canada | May 2024 – Present

- Manage and organize project documentation to ensure accuracy, accessibility, and consistency across multiple job sites.
- Coordinate daily with Project Managers to track work orders, progress, and schedule adherence.
- Collaborate with Accounts Payables and Receivables, preparing billing packages, verifying documentation, and ensuring timely processing of subcontractor payments and client invoices.
- Review subcontractor timesheets and reconcile labor hours, equipment use, and material charges.
- Prepare purchase requisitions, request vendor quotes, and coordinate delivery details with suppliers.
- Maintain updated trackers for schedules, installation records, T&M sheets, and cost summaries.
- Draft and submit RFIs and Change Orders with supporting documentation.
- Prepare and distribute meeting minutes for coordination meetings involving PMs, office staff, and stakeholders.
- Serve as a communication link between site teams, office teams, suppliers, and subcontractors.
- Conduct GTA site visits to verify progress, safety, and quality compliance.
- Support project closeout through documentation collection, turnover packages, and resolving remaining items.

Construction Project Coordinator – Rastak Engineering Co.

Tehran, Iran | Sep 2014 – Nov 2022

- Coordinated construction projects from planning to completion, maintaining documentation and updated schedules.
- Liaised with architects, engineers, and contractors to resolve technical issues.
- Conducted site inspections for safety, quality, and design compliance.
- Prepared progress reports, cost summaries, and handover documentation.

Construction Project Coordinator – Kayson Inc.

Barquisimeto, Venezuela | Nov 2011 – Jul 2014

- Coordinated residential construction projects with engineers, contractors, and suppliers.
- Monitored budgets, schedules, and resource allocation.
- Performed site inspections to ensure compliance with plans and safety standards.
- Managed documentation, logistics, and daily field coordination.
- Delivered construction phases on time, within scope, and budget.

Project Coordinator – Department of Public Works / Capital Projects

Gobernación del Estado Lara | Barquisimeto, Venezuela | Jan 2008 – Oct 2011

- Supported municipal infrastructure and public-space improvement projects.
- Collaborated with engineers to develop design drawings, cost estimates, and tender packages.
- Coordinated contractors and suppliers to meet timelines and budgets.
- Conducted site visits for quality, safety, and design compliance.
- Managed project documentation, payments, and internal progress reports.
- Assisted in preparing technical and financial reports for capital project approvals.

Education

Bachelor's Degree in Civil Engineering

Lisandro Alvarado Central Western University | Barquisimeto, Venezuela | Apr 1995 – Jul 2001

Licenses & Certifications

- GeoStudio 2D Basics – Credential ID: 285812566 | Toronto, Canada | Sep 2025
- WHMIS 2015 – IHSA | Toronto, Canada | Apr 2024
- Occupational Therapy: Mental Health – IHSA | Toronto, Canada | Apr 2024
- Introduction to the Occupational Health and Safety Act – IHSA | Toronto, Canada | Apr 2024
- Valid Class G Driver's Licence