

QUALIFICATION SUMMARY

High-performing and adaptable Assistant Project Manager with four years of experience in project management and controlling project variables in both high-rise and mid-rise projects.

KEY SKILLS

Communication
Risk Management
Leadership
Organization

Procore
AutoDesk
MS Office
Bluebeam

Procurement
Contract Negotiation
Conflict Resolve
Shop Drawing Review

Invoicing
Project Closeout
Project Admin
Take-offs

RELEVANT PROFESSIONAL EXPERIENCE

Assistant Project Manager JD Development Group

November 2024-Current
Markham, ON

Assistant Project Manager acting as a key support to the Project Manager, while independently overseeing critical aspects of the project lifecycle with an emphasis on budget, schedule, procurement, conflict-resolution, and maintaining critical path items for the project and stakeholders. Strong communication streamlines liaison with consultants, contractors, site team, and project management team ensuring a strong project overview and proactive problem-solving.

- Lead day-to-day project operations of a two-tower, 8-storey mid-rise construction project, ensuring alignment with project schedule, budgets, and safety standards.
- Collaborate cross-functionally between project managers, site team, architects/engineers, contractors, and owners to ensure and facilitate efficient project workflow and problem resolution.
- Manage full-cycle procurement; contractors' scopes of work, contract administration, bid comparisons, and awards while ensuring timely mobilization and budget adherence.
- Prepare and maintain comprehensive project documentation including but not limited to schedules, budgets, RFIs, submittals, contracts, change orders, reports, and closeouts.
- Oversee, manage, and update construction schedules in line with site schedules and progress reports, flagging critical path delays and leading recovery planning to maintain critical dates
- Conduct frequent site visits to create progress reports, assess quality, and ensure adherence to schedule, drawings, and specifications.
- Utilize project management software (Procore) as well as MS Office to track project milestones, manage timelines, and forecast costs
- Technical shop drawing review, including but not limited to mechanical shop drawings to precast, ensuring constructability and conformance with all drawing sets

Project Coordinator JD Development Group

July 2022-November 2024
Markham, ON

In-office Project Coordinator with hands-on experience managing all aspects of a mid-rise construction project (8 stories, 266 units, 2 towers) from preconstruction onward. Key responsibilities include overseeing budget tracking, processing invoices, coordinating project schedules, contract/cost negotiation, and ensuring the successful achievement of key milestones

throughout the construction phase. Skilled in managing the central project management functions, facilitating seamless communication between site team, contractors, consultants, owner, and all stakeholders, while driving efficiency to deliver projects on time and within budget.

- Coordinate and oversee the day-to-day operations of a two-tower mid-rise construction project, ensuring alignment with timelines, budgets, and safety standards.
- Collaborate closely with project managers, site team, architects/engineers, contractors, and owners to ensure and facilitate efficient project workflow and problem resolution.
- Manage procurement and distribution of materials, drawings, site instructions, change orders/directives, scheduling, and site logistics to minimize delays and maintain progress.
- Prepare and maintain comprehensive project documentation including but not limited to schedules, budgets, RFIs, submittals, contracts, change orders, reports, and closeouts.
- Ensure compliance with all building codes, safety regulations, and environmental standards pertaining to mid/high-rise construction.
- Conduct frequent site visits to monitor progress, assess quality, and ensure adherence to schedule, drawings, and specifications.
- Utilize project management software (Procore) as well as MS Office to track project milestones, manage timelines, and forecast cost

Site Manager
JD Development Group

March 2023- August 2023
Markham, ON

Project lead for the successful completion and handover of a mid-size commercial office retrofit project (2,230 sq.m.). Responsible for overseeing, documenting, and coordinating day-to-day on-site operations, including liaising with owners, consultants and trades. Managed the scheduling, installation, and testing of equipment while ensuring adherence to project timelines. Additionally, tracked budgets to maintain financial oversight and ensure project delivery within financial constraints, while maintaining and managing an on-going mid-rise project in unison.

- Managed the planning, execution, and completion of a mid-size commercial construction project, ensuring all deliverables were met on time and within budget.
- Collaborated with senior project managers, subcontractors, and vendors to coordinate schedules, procure materials, and maintain workflow efficiency.
- Developed and maintained detailed project timelines, ensuring key milestones were achieved and addressing any potential delays through proactive problem-solving.
- Oversaw budget tracking and cost forecasting, regularly updating stakeholders to ensure financial goals were met.
- Led weekly site meetings to ensure smooth communication between site staff, contractors, and clients, enhancing collaboration and resolving issues quickly.
- Maintained comprehensive project documentation, including progress reports, RFI logs, and change orders, ensuring clear and accurate records throughout the project lifecycle.
- Ensured strict adherence to safety standards, building codes, and company policies, contributing to a zero-incident safety record.
- Utilized project management software (e.g., Procore, MS Project) to track project progress, manage documentation, and keep all parties informed of changes and updates.

Project Coordinator
CTN Developments

April 2021-June 2022
North York, ON

Project Coordinator responsible for overseeing finishing (from structure onward) and close-out of a high-rise, mixed-use residential project (16 stories, 120 units), successfully driving the project to full occupancy and hand-over. Additionally, served as the lead Project Coordinator for a new high-rise, mixed-use residential project (13 stories, 190 units), overseeing the tendering process and contract

awards from pre-construction through the transition to the construction phase. Proven ability to step in mid-project and ensure successful completion while taking ownership of key phases in new developments.

- Supported project manager and VP in the execution of high-rise construction projects, ensuring tasks were completed on time and within budget.
- Assisted in managing daily construction operations, including scheduling, logistics, and communication between subcontractors, site teams, and suppliers.
- Coordinated material deliveries and on-site resources to minimize delays and ensure seamless workflow, contributing to project efficiency.
- Monitored project timelines, tracking key milestones and flagging potential issues to senior team members for timely resolution.
- Prepared and maintained critical project documentation, including meeting minutes, progress reports, and updated schedules.
- Conducted site inspections to ensure compliance with project plans, safety protocols, and building codes, helping to uphold high safety and quality standards.
- Facilitated clear and timely communication between stakeholders, ensuring that project updates were shared and concerns addressed promptly.
- Utilized project management tools (Procore) to assist in tracking progress, managing documentation, and updating reports for senior staff.
- Lead pre-construction project procurement, contract tendering, and drawing development from IFT through IFC.

PROJECT LIST SUMMARY

❖	Kitchener, ON - Two-Tower, 8 Storeys Residential Condo	Aug 2023-Present
❖	Markham, ON - Mid-Sized Retrofit, Commercial Office	Mar 2023-Aug 2023
❖	Mississauga, ON - Pre-Construction, Mixed-Use 28 Storeys Condo	Nov 2022-Mar2024
❖	Waterloo, ON - 1 of 4 Towers, Closeout, 20 Storeys Student Complex	July 2022-Sept 2022
❖	North York, ON - Mixed-Use, 13 Storeys Condo	Jan 2022-June 2022
❖	Waterloo, ON - Mixed-Use, 16 Storeys Condo	April 2021-June 2022

CERTIFICATIONS

Working at Heights Construction
Procore Project Manager: Project Financials
Procore Project Manager: Core Tools
Procore Project Manager: Preconstruction
Procore Project Manager: Quality and Safety
Asbestos Hazard Awareness

Basics of Supervising
Confined Spaces Awareness
Fundamental of Fall Protection
Supervisor Awareness Training
Traffic Control Awareness
WHMIS in Construction

ADDITIONAL PROFESSIONAL EXPERIENCE

Junior Designer

Ted Design International

Sept 2018-May2019

Markham, ON

Proactively contribute to the firm's design success by supporting comprehensive project development. Skilled in assisting with design concepts, sourcing materials, preparing for client meetings, creating detailed technical drawings, and managing sample libraries. Adept at maintaining well-organized project binders and ensuring smooth coordination across all design phases

- Collaborated with senior designers to develop creative interior design concepts for

commercial and retail spaces, translating client requirements into functional and aesthetically pleasing environments while abiding to code regulations.

- Assisted in space planning, furniture selection, and material sourcing, ensuring cohesive designs that align with client goals and project budgets.
- Prepared detailed floor plans, elevations, and 3D renderings using design software (e.g., AutoCAD, SketchUp, Revit) to communicate design ideas clearly to clients and project teams.
- Supported client presentations by preparing mood boards, material samples, and design concepts to visually showcase proposed solutions.
- Coordinated with contractors, vendors, and suppliers to ensure timely procurement and installation of materials, furnishings, and fixtures.
- Maintained project timelines and tracked milestones to support on-time project completion, while addressing any design changes or client feedback during the process.
- Conducted on-site visits to ensure designs were executed as planned and resolved any design-related issues in collaboration with project managers and construction teams.
- Stayed current on interior design trends, materials, and sustainability practices, applying fresh and innovative ideas to projects.
- Played a key role in delivering high-quality design solutions that met both aesthetic and functional goals, contributing to positive client feedback and repeat business.

EDUCATION

Bachelor of Interior Design

Sept 2016-April 2020

Toronto, ON