

DMITRY OLIYNYK

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<https://www.linkedin.com/in/oliy/>

Results-driven Senior Project Coordinator with 6+ years in high-rise and 18+ years in low-rise residential construction. Experienced across the full project lifecycle, including tendering, contract administration, site coordination, and deficiency management. Skilled communicator with expertise in Procore, Autodesk, MS Project, and Bluebeam, effectively bridging site and office operations to deliver high-quality projects on time.

EXPERIENCE

APRIL 2024 – JANUARY 2026

PROJECT COORDINATOR, CAMROST FELCORP INC

"The Frederick" 939C Eglinton Avenue East

- Support Project Manager, Project Lead, and Superintendent through full project lifecycle.
- Coordinate drawings, RFIs, submittals, schedules, and contracts.
- Monitor site progress, deficiencies, and safety compliance.
- Organize and document meetings with meeting minutes.
- Lead tender processes, including scope development, bid analysis, and recommendations.
- Manage tenders, contracts, and vendor communications efficiently.

SEPTEMBER 2022 – FEBRUARY 2024

PROJECT COORDINATOR, CONCORD ADEX INC. / CENTREVILLE CONSTRUCTION LTD.

Block 12 (85/95 McMahon dr.) | Block 11 (25/27 McMahon Dr.) | Concord Sky (391 Yonge St)

- Developed scopes of work, managed tenders, and negotiated contracts.
- Oversaw change orders, purchase orders, shop drawing review, and project schedule compliance.
- Conducted site visits to monitor progress and identify setbacks for occupancy.
- Streamlined project management through Procore and collaborated with subcontractors.

SEPTEMBER 2019 – AUGUST 2022

SITE COORDINATOR, STAFFORD DEVELOPMENTS AND THE GOLDMAN GROUP

Full construction cycle at 1580 Avenue Rd., Toronto, ON

- Assisted the site supervisor by overseeing personnel, subcontractors, and project progress.
- Administered purchase orders, contracts, change orders, and meeting minutes.
- Coordinated with project manager on construction tasks and material tracking.
- Managed suite deficiencies, PDI preparations, and assisted finishing supervisor.

MAY 2019 – AUGUST 2019

SITE ADMINISTRATOR, TUCKER HIRISE CONSTRUCTION INC.

Summer co-op contract position at 357 King St. West, Toronto, ON

- Managed construction documents, site safety, contractor compliance and coordinated rentals

EDUCATION

2018-2019

CONSTRUCTION ENGINEERING TECHNOLOGIES DIPLOMA (T161)

Dean's list student; 3.7 GPA average.

Recipient of 2019 CIBC BOLT student award of leadership excellence

2009 – 2014

BACHELOR OF COMMERCE, TORONTO METROPOLITAN UNIVERSITY (FORMERLY RYERSON)

Accounting Major

SOFTWARE:

- Procore
- Autodesk
- Yardi, Homes and Newstar
- Microsoft Office – including Microsoft Project
- Bluebeam
- Adobe

SKILLS

- Self-taught in Framing, Plumbing, Electrical Work, Carpentry, and Drywall
- Proven Leader and Collaborative Team Player
- Strong Communicator
- Skilled in Time Management and Organization

LANGUAGES:

- English
- Hebrew
- Ukrainian
- Russian

HOBBY:

- Hockey
- Skiing
- Salsa