

AHMED BA HADI

Project Coordinator | BB Project Management | PMP

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Summary

Organized and detail-oriented Project Coordinator (PMP certified) with 3+ years of experience supporting senior project managers across healthcare, construction, and digital projects. Skilled in coordinating schedules, tracking deliverables, managing documentation, and ensuring smooth team collaboration. Hands-on experience with eCommerce platforms like Shopify and WordPress, with a working knowledge of HTML/CSS and digital workflows. Proficient in tools such as Asana, Jira, MS Project, and Google Workspace. Passionate about client communication, process improvement, and growing in the eCommerce and digital project space.

Experience

Johnson Controls - Cortellucci Vaughan Hospital

Vaughan, ON

Technical Facility & Project Coordinator

12/2024 - Present

- Supported technical transition and operational readiness across hospital departments (automation, nurse call systems, clinical infrastructure) • Conducted risk identification and proactively mitigated delivery delays through cross-functional planning.
- Managed project documentation, stakeholder meetings, and ensured project milestones were met in alignment with hospital and Ministry standards.
- Collaborated with cross-functional teams, including IT, facilities, and compliance, to deliver impactful system upgrades.
- Coordinated multiple service projects, maintained accurate documentation, and ensured alignment with regulatory and operational requirements.

Zakaj Construction

Toronto, ON

Project Coordinator

01/2024 - 12/2024

- Assisted senior PMs in managing 15–20 concurrent projects by maintaining task lists, schedules, and updates.
- Developed stakeholder-facing reports and standard operating documentation for project execution and closeout using Excel and MS Project.
- Reduced delays by 15% through early risk identification and milestone reviews.
- Led a fall prevention initiative, resulting in a 30% decrease in fall incidents over a two-year period.
- Improved stakeholder communication by creating a standardized process for weekly updates, increasing project visibility and reducing confusion.
- Took ownership of internal process improvement projects, applying milestone tracking and documentation best practices.
- Supported client onboarding and communication workflows, improving clarity and reducing delays.

ADDXTech - Humber River Hospital

North York, ON

Technical Project Coordinator

01/2023 - 12/2023

- Coordinated technical services during department moves and upgrades, tracking IT and equipment needs.
- Collaborated directly with hospital management to track incoming and outgoing equipment, execute moves, and address deficiencies.
- Maintained project trackers, equipment logs, and team check-in schedules.
- Shadowed project managers to learn scope management, deficiency tracking, and risk mitigation strategies.

Skills

Shopify • HTML/CSS • CRO Concepts • UX Principles • Asana • Jira • MS Project • Confluence • SharePoint • Teams • Task Tracking • Meeting Facilitation • Documentation • WBS • Gantt Charts • Onboarding • Stakeholder Updates • Meeting Prep • Follow-Ups • Budget Tracking • Risk Registers • Efficiency Improvements • Remote Collaboration • Stakeholder Engagement • Multicultural Teamwork • Problem Solving

Education

Yorkville University

Toronto, ON

Bachelor of Business Administration in Project Management

12/2021 - 09/2024

Certification

Project Management Professional (PMP) - 2024 — certified by Project Management Institute

Google Project Management Certificate - 2024 — Provided Coursera