

# Ahmed Ba Hadi

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## SUMMARY OF QUALIFICATIONS

PMP-certified Project Coordinator with 3+ years of experience supporting construction, healthcare, and facilities management projects. Skilled in purchasing, contract administration, scheduling (Primavera/MS Project), budget tracking, and safety documentation. Strong record of preparing and maintaining subcontracts, permits, change orders, and compliance documents, while coordinating with clients, contractors, and project teams to deliver projects on time and within scope. Recognized for being highly organized, detail-oriented, and reliable in managing multiple projects simultaneously. PMP certified with a BBA in Project Management.

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## Professional Experience

### Technical Facility & Project Coordinator

*Johnson Controls – Cortellucci Vaughan Hospital – Toronto /*

*Dec 2024 – Present*

- Led transition and operational maintenance and planning efforts for multiple hospital departments, including automation, nurse call networks, and pneumatic tube systems.
- Coordinated multiple service projects, maintained accurate documentation, and ensured alignment with hospital regulatory and operational requirements
- Maintained readiness of nurse call systems, pneumatic tubes, and clinical support infrastructure, ensuring alignment with hospital protocols and Ministry of Health standards.
- Collaborated with cross-functional teams (IT, facilities, compliance) to deliver system upgrades, while maintaining detailed project records and reporting for senior leadership.
- Facilitated communication between technical teams and hospital staff to ensure projects remained on schedule and within scope.

### Project Coordinator

*Zakaj Construction – Toronto /*

*Jan 2024 – Dec 2024*

- Coordinated and supported project managers in overseeing infrastructure projects, ensuring all phases adhered to scope, schedule, and budget.
- Assisted in preparing project schedules (MS Project/Primavera), WBS, and resource plans, streamlining planning time by 20%.

- Conducted project tracking and cost reporting, reducing delays by 15% through proactive risk management and milestone reviews
- Prepared subcontracts, purchase orders, and change orders, ensuring alignment with specifications and client requirements.
- Liaised with subcontractors, site superintendents, and clients to ensure alignment with scope and quality standards.

### **Technical Services Coordinator**

*Humber River Hospital – Toronto |*

*Feb 2023 – Dec 2023*

- Coordinated technology and facility upgrades, including IT infrastructure moves, medical equipment installs, and network configurations.
  - Maintained accurate site logs, documentation, and task tracking for smooth project execution.
  - Collaborated directly with hospital management to track incoming/outgoing equipment, execute moves, and address deficiencies.
  - Assisted in move preparation, task tracking, and cross-team scheduling to ensure continuity in patient care services.
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## **EDUCATION**

- **Bachelor's degree of Business Administration – Project Management** | Yorkville University, Toronto (2021–2024), GPA: 3.94/4.0
  - **Project Management Professional (PMP)** – PMI, 2024
  - **Google Project Management Certificate** – Coursera, 2024
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## **TECHNICAL SKILLS**

- **Project Management Tools:** Asana, Jira, Microsoft Project, Primavera. Confluence, Microsoft Office Suite (Excel, Word)
- **Documentation & Reporting:** Document tracking, Risk registers, budget tracking, status reports, stakeholder updates.
- **Scheduling & Planning:** WBS, milestone tracking, Gantt charts, task lists, resource planning,
- **Process Improvement:** QA/QC, auditing, standard operating procedures.
- **Collaboration & Communication:** Meeting facilitation, stakeholder coordination, presentation development.