







CARLOS ALEJANDRO TREJO VALENCIA

PROJECT MANAGEMENT + ARCHITECTURE

PROFILE

Project Manager Specialist, experienced in Construction & Real Estate Development (all its phases), eager to apply my knowledge on a modern work environment and continue my personal and professional growth in the process.

CONTACT

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-  arq.alextrejo@gmail.com
-  AlexTrejoValenciaPM
-  Col. Juárez, Cuauhtémoc, Mexico City

EDUCATION

ARCHITECTURE, UNAM, 2010-2015

ETSA, SEVILLE, SPAIN, 2013-2014

PROJECT MANAGEMENT POSTGRAD,
UNAM, 2020-2021

LANGUAGES

NATIVE SPANISH
CONVERSATIONAL ENGLISH
(written & spoken)

SKILLS

- Great communication skills & stakeholders management capacities (conflict mediation)
- Leadership (with Emotional Intelligence approach)
- Great performance under pressure
- PMI & Lean Construction methodologies (Knowledge & application)
- Software:
 - AutoCAD (intermediate) Revit (currently learning)
 - Sketchup
 - Adobe Suite CC 2017 (Photoshop, Illustrator, InDesign)
 - Microsoft Office (Word, Excel, Powerpoint, Project)

WORK EXPERIENCE

BBVA Mexico, Real Estate Associate Business Execution

MAY 2022 - SEP 2022

- Property analysis to determine competitive market price for bank assets. (Real Estate)

JD Construction, Estimating Assistant

JUN 2021 - APR 2022

- Organize and evaluate invitations to bid (ITB) from general contractors (from US), identifying scope of work for clients.
- Elaboration of Take Offs on prequalified ITB, through Vu360 software.
- Elaboration of proposals for the scope of work using historical data and following up with clients.

GDC Desarrollos, Project Manager Jr.

JUN 2019 - DEC 2019

- Real Estate Development Project Management (Housing & Office projects). Scope, cost, quality & schedule management.
- General project supervision & Lean Construction principles implementation (Last Planner System) for Construction Managers & Contractors.
- Critical objective planning on weekly activities based on general schedule.

GDC Desarrollos, New Project Analyst

SEP 2016 - MAY 2019

- Real Estate development and expansion feasibility analysis.
- Elaboration of presentations for clients / potential partners.
- Elaboration of corporate manuals for process standardization within the organization.
- Support in implementation of Customer Relationship Manager (CRM) software in the sales department.
- Link & coordination between CEO & Construction Department.
- Coordination & mediation between company and key stakeholders (Opposing Neighbors).

Diseños y Construcciones Cervantes, Architectural Drafter

NOV 2015 - FEB 2016

- Drafting & occasional support at construction site.