



# AREFE GOLPOUR



PMI CERTIFIED PROJECT MANAGER

ARCHITECTURAL ENGINEER



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## PERSONAL PROFILE

A results-oriented project manager and architect, experienced in planning and monitoring design and construction projects. Professionally trained in multidisciplinary areas including project management, business and brand marketing, architecture and green building design. Recently graduated in the master of engineering leadership from the University of British Columbia, and excited to join a purposeful company.



## KEY QUALIFICATIONS

- PMI certified project management professional, (certification issued by March 2021).
- Notable work experience at top full-service construction companies with successful PMOS.
- Hands-on experience in implementing Enterprise Project Management at a consulting company.
- Proficient in architectural, graphic design, and presentation tools with strong attention to details.
- Strong Leadership and communication skills, and able to inspire creativity in people around me.
- Proficient at project management and presentation software tools such as MS Project and PowerPoint.
- Comprehensive knowledge of project management standards such as PMBOK, PRINCE2, PMDC, and OPM3.
- Familiar with, and feel confident to apply, Waterfall, Agile, and Hybrid project management methodologies.
- Familiar with BC Building Codes and enhanced knowledge in BC construction industry achieved by pursuing a master of engineering leadership in High-Performance Building at UBC.



## EDUCATION

- 2019 - 2020 **Master of Engineering Leadership**  
**High-Performance Building**  
University of British Columbia, Vancouver, BC, Canada
- 2016 - 2019 **Master of Science**  
**Project and Construction Management**  
Shahid Beheshti University, Tehran, Iran
- 2011 - 2016 **Bachelor of Science**  
**Architectural Engineering**  
Semnan University, Semnan, Iran



## PROFESSIONAL EXPERIENCE

### PROJECT COORDINATOR

Feb 2018 - Dec 2019

### PROJECT CONTROL SPECIALIST

Sep 2016 - Jul 2017

KIMEH SAZAN KOHAN CONSTRUCTION COMPANY, Tehran, Iran

#### Key Accountabilities:

- Assist the Project manager in coordinating project activities as liaison between Projects groups.
- Creating the WBS, Gantt Chart, time and cost baselines and using MS Project to set the plans.
- Assist the project manager in consistently tracking and documenting project status in all phases.
- Preparing the templates and checking the quality of the project interim progress and final reports.
- Independently manage smaller projects from start to finish (interior design and facade projects), communicating with the clients, identify their requirements and develop statement of the work.
- Assist the project manager with feasibility studies, stakeholder analysis matrix, risk and issue logs.
- Contributing to the organizational-scale problem-solving, business strategies development, market analysis, and long-term improvement solutions (occasional contribution to the central PMO).
- Take the meeting minutes and accurately communicate relevant information to project team.
- Assist the project manager with preparing SOW, reviewing contractors' RFIs, and change requests.

#### Specific Services:

- Writing a proposal for Agilizing the organization's reporting system by finding and eradicating unnecessary processes, bottlenecks and applying visual management.
- Designing customized reporting templates for the company to organize the data, manage the information, and record the lessons learned in the projects Columbia, and excited to join a purposeful company.

### ARCHITECTURAL DESIGN TEAM MEMBER

Sep 2017 - Feb 2018

KSA ARCHITECTURE CONSULTING GROUP, Tehran, Iran

#### Key Accountabilities:

- Identify clients' needs and develop potential alternatives accordingly.
- Design and model different alternatives applying 2D & 3D architectural software tools.
- Assist the functional manager with quantity surveying and developing project baselines.
- Plan, monitor, and lead the execution phase of the interior design projects occasionally.

#### Specific Services:

- Help the architectural department manager with analyzing costs and benefits of Building Information Modelling implementation in the company.

### ENTERPRISE PROJECT MANAGEMENT IMPLEMENTER (CONTRACT-BASED)

2017

SAMIX INFORMATION TECHNOLOGY CORPORATION, Tehran, Iran

#### Key Accountabilities:

- Be the point of contact between SAMIX as a consulting information system developer and the Ministry of Roads & Urban Development of Iran (as a multidisciplinary person).
- Help SAMIX to do feasibility studies of Enterprise Project Management implementation for the Ministry of Roads & Urban Development and propose a 3-month pilot program for the client.
- Communicate the client's requirements to the back-end and front-end program developers at SAMIX and contributing to dashboard design.

**TECHNICAL OFFICE TEAM MEMBER (CO-OP)****2017**

RAHYAB BEHINEH CONSULTING ENGINEERS COMPANY, Tehran, Iran

**Key Accountabilities:**

- Design the template, structure the information, and edit the projects' reports.
- Control the projects documents, shop drawings, and check the quality of reports before submission.
- Coordinate and lead the communication between technical department and architectural department.

**Specific Services:**

- Saved a project at high risk of late delivery by designing a comprehensive manual project board including RACI chart, checklists, and project milestones to accelerate the tracking processes.

**SKILLS AND EXPERTISE****INDUSTRY KNOWLEDGE****PROJECT MANAGEMENT**

- Project Life Cycle Analysis
- Stakeholder Engagement
- Planning and Monitoring
- Agile Project Management
- Team Building & Leadership

**ARCHITECTURAL ENGINEERING**

- Architectural Design & Drawing
- Building Information Modeling
- 2D & 3D Modeling & Rendering
- Energy Modelling & Simulation
- Interior and Exhibition Design

**GRAPHIC DESIGN & PRESENTATION**

- Data and Mega Data Analysis
- Data Visualization & Presentation
- Visual Identity & Branding Design
- Project Dashboard & Web Design
- Project Dashboard Design

**COMPUTER LITERACY****PROJECT DESIGN & MODELLING**

- Autodesk AutoCAD
- Autodesk 3ds Max
- V-Ray
- Adobe Photoshop
- Adobe Illustrator
- Adobe InDesign

**DATA MANAGEMENT TOOLS**

- Microsoft Office Professional
- Microsoft Project
- Microsoft Visio
- Mindjet MindManager
- Prezi
- Tableau Software

**ENGINEERING SOFTWARE TOOLS**

- eQUEST
- Climate Consultant
- IES Virtual Environment
- Athena Impact Estimator
- Oracle Primavera P6
- Autodesk Revit

**REFERENCES****Shawn Carreiro** (Immediate Supervisor at Nespresso, Randstad)+1 647 927 8509 / [shawn.carreiro@nestle.com](mailto:shawn.carreiro@nestle.com)**Sue Chung** (Classmate and Group Project Teammate at UBC)+1 778 325 2150 / [sy.chung@alumni.ubc.ca](mailto:sy.chung@alumni.ubc.ca)**Elmira Asefikhkhoran** (Colleague at Kimeh Sazan Kohan Co.)+1 604 339 6029 / [asefi.elmira@gmail.com](mailto:asefi.elmira@gmail.com)