

# Prajakta Mense

## Project Manager | Construction Project Manager

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Aspiring project/construction manager with an experience of 6 years in the planning, designing and management aspects of commercial, institutional, restoration, redesigning, residential as well as landscaping projects. Strong history in completing the documentation and designing of projects within the estimated time as well as managing and coordinating the same with utmost passion.

### **Skills and Certifications**

**Tools:** MS Project, Bluebeam, AutoCAD, MS Office, Autodesk Revit, Google SketchUp

**Skills:** Budgeting, Scheduling, Building Permits, Negotiation, Visualization, Detail Oriented, Awareness of Safety Procedures, Problem Solving, Open to Feedback, Good Communicator, Site Handling, Value Engineering

**Certifications:** LEED GA, OSHA 30, OSHA 10, CAPM certification (Ongoing), Project Management (Harvard University), Microsoft Project 2016 Essential Training, CM: Planning and Scheduling, Communicating with Confidence

### **Professional Work Experience**

#### **Construction Management Co-op ----- (January 2022- July 2022)**

*Barletta Heavy Division, Dorchester, MA*

- Created project status reports and assisted with drafting RFIs and Change orders.
- Provided adequate inputs and assistance with documenting T&M Sheets, putting in ROW Requests and calculating hours of the consultant's crew.

#### **Graduate Student ----- (January 2021- December 2022)**

*Northeastern University, Boston, MA*

- Submitted a safety management plan as a part of RFP submission inclusive of points such as site logistics, safety training and orientation, preconstruction safety and safety culture.
- Conducted negotiation sessions and roleplays with the allocated groups.

#### **Architecture Consultant ----- (October 2019 - December 2020)**

*Self-employed, Mumbai, India*

- Offered remote consultation to 2 interior designing projects, assisted with budget estimation, material selection and presented projects to clients and perform value engineering to avoid unnecessary cost and delay.
- Single handedly worked on a landscape project of 5390 sq.ft. and focused on effective communication with the client.

#### **Junior Project Manager ----- (December 2017 - January 2020)**

*Shashi Prabhu and Associates, Mumbai, India*

- Routinely checked engineering, architectural drawings and specifications accuracy and completeness along with monitoring progress to make sure that the plans, specifications, and schedules were being followed.
- Participated in meetings with the Estimating, MEP, and Architecture departments to discuss job-specific handoffs in order to make sure that internal mechanisms are in place to support effective implementation.
- Prepared daily reports of progress and requirements for labor, materials and equipment at the construction site based upon direct observation and reports by supervisors.

#### **Assistant Project Architect ----- (July 2014 – December 2017)**

*Shashi Prabhu and Associates, Mumbai, India*

- Monitored design processes from conceptual stage through construction, especially getting approvals from different construction departments in a timely fashion.
- Successfully managed a redevelopment project of approximately 1 billion dollars while effectively minimizing change orders that resulted in achieving recommendations for 3 consecutive months.
- Ensured thoroughly that the site was clean and safe enough for uninterrupted working of 60 workers.

### **Education**

#### **Master of Science in Project Management - (January 2021- December 2022)**

*Northeastern University, Boston, MA*

**Coursework:** Project Documentation, Value Engineering, Bidding Process, Quality Management, Project Delivery Methods, Closeout, Construction Law, Project Management Practices, Negotiation/Mediation

#### **Bachelor's in Architecture - (August 2009- April 2014)**

*University of Mumbai, India*

**Coursework:** Building Materials, Building Construction Techniques, Architecture Design, Acoustics