

## CHANDANA GUTTA

(419) 378-6671 | [gutta18.chandana@gmail.com](mailto:gutta18.chandana@gmail.com) | <https://www.linkedin.com/in/chandana-gutta/>

Detail-oriented Quality Control Specialist with extensive experience verifying construction specifications and maintaining standards compliance for complex technical projects. Adept at developing and implementing inspection protocols, documentation procedures, and verification workflows. Demonstrated success in establishing comprehensive quality management systems for tracking deficiencies, corrective actions, and technical compliance. Proven ability to conduct thorough quality assessments while ensuring adherence to specifications across multiple concurrent project phases.

### PROFESSIONAL EXPERIENCE

#### FACILITIES PROJECT MANAGER, ECS MIDWEST, LLC.

Aug 2023 – Present

##### Program Coordination & Document Management:

- Established comprehensive tracking systems for RFIs, design changes, and change orders across multiple concurrent projects (\$6M, \$3M, \$1.5M), providing transparent dashboards for leadership review
- Coordinated communication between contractors, vendors, and stakeholders to ensure timely information sharing, demonstrating ownership and accountability
- Managed document control processes, including milestone tracking, correspondence filing, and technical documentation with 100% accuracy.
- Implemented standardized templates for documentation processes, reducing preparation time by 30% and improving workflow efficiency
- Managed document control, including milestone tracking, correspondence filing, and technical documentation with 100% accuracy.

##### Process Improvements & On-Site Management:

- Developed and maintained standardized checklists for completion verification, quality control, and material tracking
- Streamlined technical processes using Bluebeam and AutoCAD while maintaining consistent testing protocols (ASTM E1105, AAMA 501.2)
- Removed barriers to project execution through proactive problem-solving and real-time coordination with installation vendors
- Monitored material deliveries and vendor access requirements while maintaining focus on quality, safety, and budget constraints.

#### CONSTRUCTION MATERIAL TESTING INTERN, ECS MIDWEST, LLC.

May 2023 – Aug 2023

- Executed ASTM standard testing protocols with 99% accuracy, contributing to data-driven quality control processes
- Analyzed testing results to identify opportunities for material optimization and cost reduction
- Collaborated with project teams to implement and refine field testing procedures
- Developed technical reports with actionable recommendations based on quantitative data analysis.

#### JUNIOR ARCHITECT, AN ARCHITECT, INDIA.

Jan 2019 – Dec 2021

- Simultaneously managed three two-story residential projects, delivering all within budget and timeline constraints
- Coordinated with cross-functional teams (MEP, structural engineering) to resolve technical conflicts during design and construction
- Implemented sustainable building features that reduced energy consumption by 25% compared to conventional designs
- Conducted regular site inspections to ensure construction quality and adherence to specifications
- Successfully delivered visualization and material specification for 20-story residential tower from concept to completion.

### EDUCATION

#### Master of Science in Construction Management Technology

| Bowling Green State University, Bowling Green, OH

| 2023

**Coursework:** Construction Contracts & Dispute Resolution, Advanced Estimation, Bidding & Cost Control, Construction Management Planning & Scheduling, Data Analysis & Decision Making.

#### Bachelor of Architecture

| Reva University, Bangalore, India

| 2021

**Coursework:** Building Construction & Materials, Structural Systems & Analysis, Building Envelope Design, Construction Documentation, Project Planning & Management.

### TECHNICAL EXPERTISES

- Project Management Tools:** Procore, Primavera P6, Microsoft Office, Bluebeam
- Document Control:** RFI tracking, change order management, milestone dashboards, correspondence filing.
- Design Software:** AutoCAD, Revit, Lumion, SketchUp
- Data Analysis:** Construction metrics tracking, performance analytics, resource optimization.

### CERTIFICATION

- Tremco's Elastomeric Sealant Contract Training.
- OSHA 30 Construction
- Will seal SWRI training Program

### CORE COMPETENCIES

- Ownership & Accountability
- Construction Coordination
- Design-Bid-Build Process
- Sustainable Building Practices
- Document Control & Management
- Team Leadership & Coordination
- Budget & Resource Optimization
- Quantity Control & Assurance