

# JAVIER EMILIO TREVISAN

Project Management / Data Analysis  
Architectural constructions

en-EN

*I have 15 years of experience in the construction industry, working both independently and in administrative roles within construction management.*

*Throughout this time, I have been involved in all aspects of a construction company, from public and private bidding processes to procurement, administration, human resources, and construction management. This broad experience has allowed me to specialize primarily in architectural projects while also gaining exposure to infrastructure and roadwork projects.*

*My goal is to continue in a role that enables me to apply the knowledge and experience I have gained over the years in the planning, management, and execution of construction projects. Additionally, I am looking to orient my career toward data analysis, leveraging my expertise to optimize decision-making.*

## **Certificate in Project Management – February 2025 – Numen Academy / P.M.I. Authorized <sup>(1)</sup>**

4-month diploma course focused on Project Management. The course is part of PMI's Authorized Training Partners Program and contributes to the required hours for PMP certification.

## **Quality System Management – GRAND / DEVINNSA – July 2024 - Present. <sup>(2)</sup>**

Implementation of a Quality Management System for the administration of Real State Projects, including design, development, investors' adhesion and execution of the construction.

## **2023–2024: Production assistant - Szczech Group. <sup>(3)</sup>**

Management and coordination of construction sites for the Business Group in Entre Ríos province. Assistance in coordinating internal company departments and Construction Managers. Control and management of ongoing projects. Training, monitoring and follow-up of new construction personnel. Drafting contracts and overseeing subcontractor certifications. Preparation of work plans in Microsoft Project, control and follow-up in coordination with Construction Managers.

Support for the Technical Department in preparing bids. Topographic surveys, infrastructure project development, and work plan drafting. Monitoring price adjustment indices and preparing Provisional and Final Readjustment Sheets.

## **2022-2023: Construction Manager - Szczech Group (L&C S.A.). <sup>(4)</sup>**

Planning and logistics for construction sites. Managing construction projects on site for City Parks, living buildings, offices and architectural projects in general.

## **2020-2022: Construction Manager - Norvial Servicios SA. <sup>(5)</sup>**

Oversee of public construction projects. Leveling, calculations, budgeting, procurement, and administrative management. Preparation of bids (budget sheets and price analysis).

## **2017–2020: Owner – Construction Company. <sup>(6)</sup>**

Construction of private Architecture and Civil Engineering projects, including residential buildings, commercial spaces, single-family homes, offices, renovations, and expansions.

## **2005 – 2014: CIVIL ENGINEERING – 70% of Degree Completed <sup>(7)</sup>**

Universidad Tecnológica Nacional. Facultad Regional Paraná.

## **1999 – 2004: AERONAUTICAL TECHNICIAN <sup>(8)</sup>**

Escuela de Educación Técnica Nº 3 - Tte. Luis C. Candelaria. Paraná.

## **1998 – 2004: ENGLISH LANGUAGE <sup>(9)</sup>**

AACI. English Language, specialization in "English Teaching".

## **Microsoft Project <sup>(10)</sup>**

CAMARCO. MS Project applied to Construction, based on the Critical Path and Critical Chain methodology.

## **Excel Avanzado <sup>(11)</sup>**

Use of tables, formulas, pivot tables, automations, and Visual Basic.

## **Power BI <sup>(12)</sup>**

Self-taught learning through courses on Coursera, Microsoft Learn, and Learnit Training.

**Programming (JavaScript. SQL):** In progress.

## CONTACT

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<https://github.com/JavierETpna/CV>

## SKILLS

(1) Agile Methodologies. Scrum. Roles. Life Cycles, Phases, and Process Groups. Process Groups and ECO Tasks. Knowledge Areas. Scope Management. Time Management (Schedule). Cost Management (Budget). Risk Management. Stakeholder Management. Communication Management. Human and Material Resource Management. Procurement Management. Quality Management.

(2) Administrative and Accounting Management Systems. Data analysis and reporting in MS Excel and Power BI. Communication Management, application of Microsoft 365 for communication via Teams and file sharing on SharePoint. Subcontractor management, certificates, and progress control with MS Project. Organization and follow-up of coordination meetings between departments. Task tracking with MS Planner for project management. Application and process control for ISO certification.

(3) " Project Management of public constructions. Creation and monitoring of work plans in MS Project. Use of the Finnegan management system. Organization and administration of housing and infrastructure projects. Work certifications and presentations to government agencies. Monitoring and control of indicators for completed projects. Data collection in the field and development of infrastructure projects for housing works. Assistance to the Technical team in the preparation of Public bidding. Communication and status reporting via MS Teams. Daily use of drawing software such as AutoCAD and BricsCAD. Negotiations with subcontractors, contract preparation, and monitoring and control of outsourced project execution."

(4) Organization of public works for parks. Monitoring from the worksite, coordination with the foreman and administrative areas. Control of materials and human resources for the project. Monitoring and management of subcontractors assigned to the project.

(5) Coordination of comprehensive projects for public park and infrastructure construction. Management of material procurement and service contracts. Management of human resources for the project. Proficient in MS Office and AutoCAD.

(6) Project Management. Construction company administration. Government procedures and administrative management. Human resource management. Construction cost management. Budget preparation and price analysis.

(7-8) Mathematical analysis. Critical thinking. Probability and Statistics. Technical specifications for construction. Structural design and calculations. Technical drawing. Construction regulations and laws. Construction technologies. Application of Excel and AutoCAD in project management. Use of tools and their applications. Geology and soil specifications. Geotopography, leveling, and layout. Drafting plans according to standards.

(9) British English with specialization in language teaching.

(10) Project creation in MS Project and monitoring using Critical Chain.

(11) Advanced use of MS Excel with complex formulas and table utilization.

(12) Creation of reports and dashboards in Power BI. Data transformation from Power Query. Data publishing and automatic updates.