

# JAVIER EMILIO TREVISAN

Project Management / Data Analysis

Architectural constructions

en-EN

*I have 15 years of professional experience, where I have held key roles in managing architectural construction projects, going through all the stages involved: bidding, procurement, administration, human resources, and construction management.*

*In recent years, I have decided to redirect my career towards data analysis, driven by my interest in optimizing processes and improving decision-making through concrete information. To achieve this, I am developing new skills through specialized courses and certifications, focusing on tools such as Advanced Excel, SQL, and Power BI, which enable me to transform data into valuable insights for project management.*

*My goal is to combine my experience in the construction sector with this new analytical perspective, generating greater impact on organizational results.*

## Diploma in Data Analytics – In progress – ICARO / Universidad Nacional de Córdoba<sup>(1)</sup>

University-certified program oriented to data collection, processing, and analysis.

## Certificate in Project Management – February 2025 – Numen Academy / P.M.I. Authorized<sup>(2)</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>(3)</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>(4)</sup>

Management and coordination of projects in Entre Ríos. Assistance in internal coordination between departments and project managers. Responsible for control and monitoring of projects, drafting of contracts and subcontractor certifications, preparation and monitoring of work plans in MS Project. Support to the Technical Department in bids, project drafting, and price updates.

## 2022–2023: Construction Manager - Szczech Group (L&C S.A.).<sup>(5)</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>(6)</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>(7)</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>(8)</sup>

Universidad Tecnológica Nacional. Facultad Regional Paraná.

## 1999 – 2004: AERONAUTICAL TECHNICIAN<sup>(9)</sup>

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

## 1998 – 2004: ENGLISH LANGUAGE<sup>(10)</sup>

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

## Microsoft Project<sup>(11)</sup>

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

## Excel Avanzado<sup>(12)</sup>

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

## Power BI<sup>(13)</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 IN DEVELOPMENT

(1) Data analysis, visualization, and storytelling techniques. Data cleansing, manipulation, normalization, transformation, and quality assurance. Statistical analysis and creation of dashboards and analytical models.

Business Intelligence. Power BI. Shared reports. Dashboards, alerts, scheduled updates, and Power Platform tools.

Data types. Relational databases. Normalization and its stages. Database modeling and creation. Syntax, queries, and advanced SQL.

## SKILLS

(2) Agile methodologies. Life cycles, phases, and process groups. Scope management. Schedule, cost, risk, stakeholders, communication, procurement, resources and quality management.

(3) Administrative and accounting management systems. Data analysis. Reporting in Microsoft Excel and Power BI. Communication management. Microsoft 365. Microsoft Teams. Collaborative work using SharePoint. Subcontractor management. Progress tracking using MS Project. Coordination of meetings between departments. Task tracking with Microsoft Planner for project management. Process implementation and control for ISO certification.

(4) Project management of public construction works. Work plans using MS Project. Finnegan's management system. Administration of projects, certifications and presentations. Monitoring and control of performance indicators. On-site data collection. Communication and reporting via MS Teams. AutoCAD and BricsCAD drawing software. Contract preparation and supervision of outsourced works.

(5) Organization of public park and square construction projects. On-site monitoring. Control of materials, on-site human resources and subcontractors assigned to the project.

(6) On-site construction coordination, HHRR, materials, subcontractor management.

(7) Company management: administrative procedures, budgeting, cost control, and pricing analysis.

(8-9) Mathematical analysis. Critical thinking. Probability and statistics. Construction technical specifications. Structural design and calculations. Technical drawing. Construction regulations and laws. Construction technologies. Use of Excel and AutoCAD in project management. Tool usage and application. Geology and soil specifications. Geotopography. Leveling and site layout. Technical drawing in accordance with applicable standards.

(10) British English with specialization in language teaching.

(11) Project creation in MS Project. Project management using Critical Chain methodology.

(12) Advanced use of Microsoft Excel. Application of complex formulas. Use of tables and Power Pivot.

(13) Report and dashboard creation in Power BI. Data transformation using Power Query. Data publishing and automatic updates.