

Neha Suresh

Assistant Project Manager/Junior Estimator

Philadelphia, PA - Email me on Indeed: [indeed.com/r/Neha-Suresh/680aea9b3cd4acb6](https://www.indeed.com/r/Neha-Suresh/680aea9b3cd4acb6)

Seeking a job/internship position in your organization utilizing my construction, architectural & management skills.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

WORK EXPERIENCE

Assistant Project Manager/Junior Estimator

ECO ELECTRICAL SERVICES LLC - New York, NY - December 2015 to May 2016

- Prepared submittals and Requests for Proposal (RFPs).
- Maintained project records, dairies, letters emails notices drawings site record and computer data
- Reviewed proposal specifications and drawings to determine scope of work and required contents of estimate.
- Prepared complete electrical takeoff of scope of work.

Project Assistant/Internship @ The job site

FOUNDATIONS GROUP - New York, NY - June 2015 to December 2015

Project: 290 West Street, NY, NY - Ground Up construction

- Preparing draft sub-contractor contracts,
- Assisted in preparation of Partial and final lien waivers, payment applications, and job reports, payment Requisitions.
- Maintained site logs, handled deliveries, maintained inventories, and ordering items while performing follow ups.
- Maintained RFI logs, prepared submittals, and transmittals.
- Answered questions from contractors after reviewing drawings.
- Reviewed subcontractor insurances and workers comp. Also assisted with reviewing subcontractor proposals while comparing them with scope requirements.
- Coordinated Tool Box Talks with subcontractors, prepared payroll from time sheets, performed office administrative functions, entered information into contract documents, Researched specifications from the internet.
- Accompanied fire alarm consultants and elevator installers while they were performing inspections and prepared documents in preparation for the inspections of the air handlers, condensers, RTU, elevator and ADA lift.
- Performed take offs of grills, flashings, plumbing fixtures and door hardware.
- Updated Schedule's for the project.
- Monitored Quality control and assurance.
- Coordination of trade work. Interaction with subs and clients for project queries. Skillful interaction with subs and understood of what was required to get people to perform scheduled Tasks.
- Scope and Contract Review. Constructability review of design intent.
- Project closeout documents.
- Prepared Daily job progress reports.
- OSHA certification for scaffold and safety and 10 hour certification.
- Prepared Plumbing close outs documents.

Architectural Internship

SRW ENGINEERS & ARCHITECTS - New York, NY - December 2014 to June 2015

- Prepared submittals & transmittals for projects.
- Edited Hvac, Plumbing, electrical drawings on Auto Cad.
- Conducted and attended site visits with clients.
- Prepared project schedule on MS Projects for ongoing project.
- Interaction with subs and clients for project queries.
- Worked on ADA requirements for Hudson city courts renovation project.
- Prepared plumbing and fire riser diagram

Workshop

STANTEC - Philadelphia, PA - November 2014 to February 2015

VOCH children's Home/Workshop: Worked on preparation of drawings on a design project for children with a facility for boarding & lodging for boys & girls under Architecture for Humanity.

Architectural Summer Internship

EARTHEN HIVE ARCHITECTS - May 2014 to June 2014

Created technical drawings and designed for interior projects.

Assistant Manager-Planning & Coordination

LAKSHMI NIRMAN BANGALORE PRIVATE LIMITED - May 2011 to April 2014

- Reviewed the RFI raised by sub-contractor, liaised with architects & design consultants, coordinated & resolved the RFI.
- Monitored unnecessary expenditure, sourced cheaper supplies & planned usage of materials. & • Informed escalating issues & areas of concern to senior management.
- Met with other architects & MEP consultants to review design issues. Attended client and consultant meetings with senior management.
- Coordinated with safety department and organized safety audit & Monitored safety controls at site.
- Resourced manpower for projects.
- Coordinated requirements for materials & delivery.

Architectural Internship

THE DESIGN FIRM - January 2009 to June 2009

Prepared design drawings for various projects over 6 months. Created 3d models and physical models.

EDUCATION

Master of Science in Construction Management

PHILADELPHIA UNIVERSITY - Philadelphia, PA
August 2016

Bachelor in Architectural Engineering

most prestigious university in India
May 2011

BA

RV COLLEGE OF ENGINEERING

design

"The veterinary institute" treating & housing small & large animals

CERTIFICATIONS

OSHA 10

ADDITIONAL INFORMATION

SKILLS & PROFICIENCIES:

Programs: Adobe: Illustrator, Photoshop, CorelDraw, Sound forge, AutoCAD: Cadian Microsoft: Excel, Outlook, PowerPoint, Word

Abilities: Technical Drawing, Site Planning, Project Presentation, Organized Lectures, 3D Modeling (Revit, 3DMax, Sketch up), Sketching/Rendering, Primavera, MS Projects