

# Tchonda Sandrine Milien

## Project Manager / Construction Estimation

### Contact

845 Grand Street  
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### Education

Bachelor in  
Mechanical  
Engineering  
Technology  
Degree CAD  
Option, Vaughn  
College of  
Aeronautics and  
Technology

A.A.S in  
Computerized  
Architectural and  
Industrial Design  
Queensborough  
Community  
College

### Key Skills

AutoCAD 2022  
Bluebeam  
PlanSwift 10  
Salesforce  
Powersuite  
QuickServe  
PlanHub  
Outlook  
Microsoft Office  
Excel  
Word  
Power Point  
CATIAV5  
Procore  
Adobe Acrobat  
Problem-solving  
Project  
Management  
Budget Planning  
Communication  
Building  
Connect  
Fluent in French

### Objective

Exceptionally motivated, organized professional with ability to work independently. Friendly, and engaging team player, multitask, great customer satisfaction. Work diligently during challenging assignments, ability to adapt, perform in a demanding environment. Obtain, organize, analyze new projects, read architectural drawings, scope of work, contract, specifications, supplier quotations, engineering standards, manage power processing solution improve project performance.

### Experience

**OCT 2020 - PRESENT**

**CONSTRUCTION COST ESTIMATOR | FREELANCE WORKING REMOTELY | NYC**

Thorough knowledge of construction principles, techniques, materials, and cost estimation fundamental. Solid understanding of local subcontractors, onboarding specialist and building officials. Responsible for the day-to-day successful execution plan, schedule, provide technical assistance to contractors. Implemented and monitored software that located sustainable materials, delivery methods, and scheduling in the eastern U.S area. Modified existing Cad drawings. Ensure that all scopes of work are covered as per client's requests.

**FEB 2017 – NOV 2019**

**PROJECT MANAGER | CUMMINS INC. | CHICAGO, ILLINOIS**

Responsible for managing multiple projects deliverables from beginning through projects close-out. Proven ability to keep track of projects goals, maintain scope, project cost and schedules planning. Supporting existing client relationships and meeting the customer's expectations while tracking pace of current and new projects. Work with diverse vendors to monitor Genset progress, timeline, milestones, alternatives, or solutions. Background involvement evaluate field with technician and understanding of Order Management systems processes improvement. Communicated with vendors and colleagues to reduce shipping delays. Emphasized safety and appropriate training using OSHA guidelines. Analyzed projects to determine potential safety issues.

**JAN 2015 – DEC 2016**

**CONSTRUCTION ESTIMATION | CAPITAL IMPROVEMENT SERVICES | LIC, NY**

Produce detailed and concise estimates for cost of materials for new and renovated commercial projects. Followed up with sub-constructors or vendors for materials needed in the field or objectives. Manage lists of subcontractor's bids to solicitate new projects. Oversaw new project field conditions to identify surroundings, and assessment of site surface. Participated in the preparation and presentation of cost/budget project management methods. Meet with clients and communicate in a professional and knowledgeable manner. Time tracking milestones oversees multiple projects.

**MAY 2006 – DEC 2014**

**PROJECT MANAGER ASSISTANCE | MENSCH MILLWORK CORP. | NEW JERSEY**

Read blueprints specification for millwork Take-off which has a direct impact on the company's profitability. Prepared accurate calculation of materials required for projects between 8 floors and all the way up to 72 floors within the city of New York. Managed new employee training and double-checked new projects progress.