

MANSI THAKKAR

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◦ DETAILS ◦

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United States
+1 (872) 279 4513
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◦ LINKS ◦

[LinkedIn](#)

◦ STRENGTH ◦

Fast Learner
Teambuilding
Interpersonal Communication
Ability to Work Under Pressure
Leadership
Work Efficiently with Deadlines
Adaptability
Ability to Negotiate

◦ TECHNICAL SKILLS ◦

AutoCAD
Revit
Sketch-up
Photoshop

Project Management Tools:
Procore
Microsoft Project Professional
Bluebeam
Microsoft Excel
Microsoft Office Suite

◦ CERTIFICATIONS ◦

OSHA 30HR

Licensed Architect - COA India

Foundations of Project
Management Course -Google

👤 PROFILE

As an Assistant Project Manager, I have gained extensive experience in coordinating construction and architectural projects. I have worked closely with contractors, architects, and engineers to ensure that projects are executed in accordance with project specifications and requirements. I have also demonstrated organizational and problem-solving skills, effectively managing competing priorities and resolving project issues in a timely and efficient manner. I am Enthusiastic to be utilized to the best of my ability and trained at the top of the management.

📁 WORK EXPERIENCE

Intern - Assistant Project Manager at Ramani Group -VVR Developers LLC, Roselle Park, NJ

January 2023 — Present

- Coordinating with Project Manager and reporting to the Senior Director of Residential Project Management.
- Assisting the Project manager in creating and managing Change orders, purchase orders and subcontract agreements
- Preparing baseline schedule and two week look ahead
- Coordinate the preparation of RFI's and submittals from construction vendors and subcontractors in order to determine the products and services that are available to meet project standards.
- Conducted shop drawing reviews to ensure that all products and materials met project specifications.
- Review and communicate with the owner and engineers about ongoing projects' plans and specifications.

Project Manager & Architect at Studio Imagine-Interiors and Architects, Gujarat, India

November 2019 — May 2021

- Designed and managed architectural and working detailed drawings for multi-family and commercial government projects.
- Lead the team of four for a residential project approximately of 62,000 sq. ft. starting from conceptual level till final construction.
- Collaborated with builders to confirm construction drawings and designs.
- Reviewed and monitored contractors' schedules and submission of shop drawings and samples.
- Conducted construction site visits to monitor plan compliance.
- Interacted with clients to provide timely and relevant status updates.

Intern Architect at Design Studio, Gujarat, India

June 2017 — October 2017

- Prepared building specifications based on local regulations and codes.
- Maintained and organized blueprint files.
- Worked closely with a multi-disciplinary team to design a high-rise project.

🎓 EDUCATION

Master of Science, Construction Engineering & Management, Stevens Institute of Technology, Hoboken, New Jersey

January 2022 — May 2023

Coursework: Project Management, Safety Management, Cost analysis & estimating, Scheduling, Temporary Structures & Problems in Heavy Construction.

Bachelor of Architecture, ITM School of Architecture Art and Design, Gujarat, India

August 2014 — May 2019