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(417) 225 - 0831

## Akshar Patel

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### **PROFESSIONAL EXPERIENCE**

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**StructureTech New York Inc-***Assistant Project Manager; Manhattan, NY*

*May 2022 – July 2022*

- Carry out a detailed review of project documents as necessary for material orders or the creation of shop drawings.
- Act as the primary contact for the Project Superintendent / Foreman / Shanty Operator for drawings, Delivery Tickets, Equipment Tracking and Technical Documents.
- Manage all material & equipment requirements of job including all quantity takeoff, purchase orders, material releases (as directed by Project Superintendent) & POD documents. Resolve vendor issues in liaison with internal Accounts Payable team.
- Create all field drawings as required for submittal & coordination.
- Maintains Construction Department records such as: Submittals, RFI's, Pay Applications, Drawing Packages, Change Orders, etc.
- Manage the submittal process in liaison with project managers.
- Issue additional cost for all items related to field tickets or contract allowances, in addition to maintenance & tracking of all change order documents and logs.
- Issue and log all field drawings & maintain/upload/print all drawings and documents as required by field team.
- Create quantity takeoff on new drawings / bulletins as directed by Project Manager for change order management and material management.

**Park Square Homes-***Assistant Project Manager; Orlando, FL (Internship)*

*February 2022 – May 2022*

- Oversaw all management efforts to ensure timely delivery of commodities. Create a project scope and timeframe, as well as documentation with all necessary details.
- Coordinates review and implementation of Scopes of Work as request by the Commercial Project Team such as: Bid Leveling, Drawing Markups, Request and completion of documentation from local municipalities, etc.
- Provided specialist support to the Quality Control Manager in relations with the Client and the responsible Authorities and report problems that cannot be directly resolved.
- Monitored work performance alongside PM to ensure cycle times and work compliance are met and collaborate with Project Manager to resolve any queries or concerns regarding the project progress.
- Negotiated material components from manufacturing suppliers or other sellers based on quality, cost, service, and delivery standards.
- Communicated with suppliers to find more cost-effective and quality of products in order to maintain a mutually beneficial partnership.
- Assist in managing multiple projects at one given time such as, prepare progress reports on a weekly/ Monthly basis, and communicate with external and internal departments, contractors bid management, project documentation and project meetings.

- Monitoring, tracking, and reporting progress to the Program Manager and senior business stakeholders
- Conducted detailed risk assessments by analyzing documents, statistics, reports, and market trends
- Determined the project reports from the project team, analyze results, and troubleshoot problem areas.
- Maintained tactical control of project budgets and timelines to keep teams on task and achieve schedule targets.
- Tracked all project deliveries, followed company standards, Methodologies for the ongoing projects.

## **EDUCATION**

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**Missouri State University – Springfield, MO**

*January 2019 – May 2021*

**Master of Science – Project Management**

*Concentrations:* Project risk analysis, Quality control assessment, Cost analysis, Project management, Project control system, Project management training, Project leadership, Management of innovation, Advance project management.

## **SKILLS/INTERESTS/MISCELLANEOUS**

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- Design: AutoCAD, Revit, Bluebeam,
- Project Management: Procore, Sage, Microsoft Project Professional, JIRA, Owner Insite
- Microsoft: Word, PowerPoint, Excel, SharePoint, Teams,
- Teamwork, Time management, Attention to detail, Adaptability.

## **Certificate**

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Professional Scrum Master I (PSM I) <https://scrum.org/certificates/722453>

Credential: [aksharr30@gmail.com](mailto:aksharr30@gmail.com)