

URVASHI SHARMA

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SUMMARY

- Currently enrolled in Semester I of the Digital Product Management Postgraduate Program at George Brown College.
- Over 2+ years of professional experience in construction and interior industry as a Project Manager and Coordinator
- Licensed Architect by Council of Architecture India, Bachelor of Architecture (B.Arch.), India
- Skilled in collaborating with cross-functional teams, promote brand identity through social media content creation.
- Proficient in verbal communication, organisational and administrative skills enabling effective client's interaction

SOFTWARE PROGRAMS

AutoCAD , MS Office (Word, Excel, PowerPoint) , MS Project , Bluebeam , Adobe Photoshop , Primavera P6 , Revit, Miro, Figma

ACADEMIC QUALIFICATIONS

George Brown College

Digital Product Management Postgraduate Certificate

Toronto, Canada

Construction Management Postgraduate Certificate (For internationally educated professional)

Sept 2026- Pursuing

Dean's Honour List Fall 2024, Winter 2025 and Spring 2026

Sep 2025-Aug 2026

Guru Gobind Singh Indraprastha University

New Delhi, India

Bachelor of Architecture (CGPA: 8.19)

2017 - 2022

WORK EXPERIENCE

PortsToronto (Toronto Port Authority)

Toronto, Canada

Project Management Intern Infrastructure Planning and Environmental (Part time)

May 2025 – Dec 2025

- Collaborated with stakeholders at Billy Bishop Airport and Toronto Port Authority to support Capital Projects.
- Supported digital project tracking and reporting, helping integrate tools that streamlined construction progress monitoring.
- Leveraged data insights from digital systems to improve efficiency in construction and maintenance workflows.
- Prepared reports that connected Capital Project development with product delivery objectives.
- Contributed to digital transformation efforts by improving communication between construction teams, IT systems, and external stakeholders.

Varun Garg Architects

Chandigarh, India

Architect and Media Manager (Full time) *Riverdale Aerovista, Residential Township India (20 Million CAD)*

Jul 2022 - Jul 2024

- Created and maintained project schedules to ensure milestone completion for Commercial and Residential townhouses.
- Conducted effective site surveys to gather necessary data for project planning and design implementation.
- Providing support during the construction phase by reviewing shop drawings, responding to requests for information (RFIs).
- Introduced use of A.I. render enhancement in conceptualization stage of designing phase.
- Performed cost estimation, forecasting, and budget analysis, ensuring adherence to financial parameters.
- Developed brand identity and strategy through digital storytelling, enhancing brand identity and sales development.

OTHER EXPERIENCES

Sunsprak Canvassing

Toronto, Canada

Fundraiser (Part time)

Dec 2024 – Apr 2025

- Skilled in Outside Sales Services for door-to-door, retail, and street collection of donations for Save the Children Program.
- Built rapport, demonstrated empathy, and connected with diverse audiences ensuring quality long lasting donors.
- Contributing to effective surveys to gather necessary data targeting global hunger crises.
- Handled rejections positively and adjusted approaches for varied audiences having position donor retention ratio.

VOLUNTEERING

Student Life and Industry Liaison Office, George Brown College

Toronto, Canada

Dean's Ambassador

Sep 2024 - Present

- Awarded Top Volunteer Silver Certificate
- Managed communications for 100+ attendees at the Ontario College Fair, contributing 40+ volunteer hours.
- Guided 9th-grade students on post-secondary pathways, supporting George Brown President's vision.