

URVASHI SHARMA

Etobicoke, ON | +1 (437) 848-7758 | E-mail: urvashi.sharma@georgebrown.ca | LinkedIn : [Urvashi Sharma](#)

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

Construction Management Postgraduate Certificate (For internationally educated professional)

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

Toronto, Canada

Sept 2026- Pursuing

Sep 2025-Aug 2026

Guru Gobind Singh Indraprastha University

Bachelor of Architecture (CGPA: 8.19)

New Delhi, India

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

Sunsprk 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.