

# TEJAS RATHOD

---

rathod\_tejas@outlook.com | 604.787.8370 | 908 Seacrest Court, Port Moody, BC

---

A Diligent and meticulously organized project management specialist with a track record of overseeing projects within the realms of construction, Information Technology and Lighting industry, effectively shepherding them through their entire lifecycle from inception to fruition. My Competencies include robust organizational acumen and exceptional interpersonal finesse, enabling me to execute tasks with precision even under stringent time constraints. Additionally, I possess the capability to craft comprehensive project reports, proficiently present project advancements to stakeholders, and eloquently and professionally respond to inquiries, both in written and verbal forms.

## EDUCATION

### **Post Graduate Diploma in Business Administration**

Capilano University, North Vancouver, BC

**September 2015 – April 2017**

### **Master of Arts**

Sardar Patel University, Gujarat, India

**June 2007 – April 2009**

## Proficiencies

- Experience using various software such as Monday.com, Office 365, ERP – INFOR, Smartsheet, Trello, Asana, Kanban, Notion, Bluebeam, G-suite.
- Ability to plan, develop, and deliver information through reports and presentations.
- Excellent leadership, communication, time management, and interpersonal skills.
- Solid organizational skills, including multitasking and time management, and change management.

## PROFESSIONAL EXPERIENCE

### **Project Coordinator**

Symmetry Lighting Ltd. – Vancouver, BC, Canada.

**February 2020 - Present**

- Coordinate project management activities, resources, equipment, and information.
- Review drawings and specification sheets as per the project requirements.
- Solve issues that may arise during the project.

- Ensure the project team adheres to provided timelines and deliverables.
- Communicate with project team members, including vendors, designers, and site contacts.
- Liaise with clients to identify and define project requirements, scope and objectives.
- Act as the point of contact and communicated project status to all participants.
- Use tools to monitor plans and expectations, analyze risks and opportunities.
- Understand and manage project cost records.
- Ensure that projects are constructed in accordance with design, budget, and schedule.
- Communicate plans, actions, risks, and issues with key stakeholders.

### **Project Coordinator**

**May 2017 – January 2020**

City Elevator Ltd. Burnaby, BC, Canada.

- Coordinated project teams and delegated tasks to team members to ensure efficient use of resources.
- Conducted risk assessments and developed contingency plans to mitigate project risks.
- Able to read and organize technical specifications, drawings, contracts and other documents.
- Facilitated project meetings and provided regular updates to stakeholders on projects status.
- Conducted research and gathered data to support project planning and decision-making.
- Managed projects timelines, budgets, and resources to ensure the successful delivery of projects.
- Assisted the project manager with administrative functions and progresses.
- Ensured standards and requirements are met by conducting quality assurance tests.
- Responsible for coordinating projects schedule, resources, equipment, and information.

### **Project Coordinator**

**January 2010 – July 2015**

Narola InfoTech, Surat, India.

- Investigated with other departments to address aspects of client's requests, including communicating with our Sales and Customer Support teams.
- Ensured the project and implementation is on track and finding solutions to unblock projects to the right key stakeholders.
- Ensured ongoing communication with clients and internal team members about project timelines and progress.
- Initiated contact with clients who have not been responsive, proactively reaching out via email, text, and phone calls.
- Supported our implementation specialists in creating agendas and client presentation materials.
- Confirmed the project and implementation's adherence to the established path and identifying solutions to resolve issues by engaging the relevant key stakeholders.