

# POOJAN PATEL

TORONTO | LinkedIn | +1 (647)-8 ORBIT5 | RESUMEREVIEW@ORBIT5.CA

I enable organizations to excel in project coordination, increasing the bid ratio, and expediting payment processing, achieving efficiency by 20%.

## EDUCATION & TRAINING

### Master's Degree in Project Management - (Construction Management)

January 14, 2024

Northeastern University

### New course Realtime test - NO Major

July 12, 2023

Success Uni

## SKILLS & HIGHLIGHTS OF QUALIFICATIONS

### Specialized

Cross-functional management, Time management, Conflict Management, Planning & Scheduling, Collaborative Leadership and adaptability, Bid preparation and proposal, Take-off, Estimating and Budgeting.

### Soft

Skill C, Skill D

### Security

Bluebeam, Revit, Autocad, Sketchup, Procore, MS Project, and Microsoft Office.

## RELEVANT COURSES

### New Course Realtime updte test

July 6, 2023

Super Initials

### Test Course for resume

June 24, 2023

CSET

## WORK EXPERIENCE

### Lightweight Aggregate Concrete

July 11, 2023 - Present

Any Company

Led a collaborative team in implementing a successful Lightweight Aggregate Concrete project.

Conducted extensive testing to validate performance and structural integrity.

## Junior Project Coordinator

February 21, 2022 - May 22, 2023

Shivansh Infrastructure

Enhanced project efficiency to 30% by assisting the Project Superintendent in scheduling, coordinating with teams, and supervising construction activities in MS Project.

Reduced safety incidents by 100% through implementing the OH&S management system, ensuring impeccable compliance with regulations.

Improved project execution and communication by accurately preparing Design Change Packages (DCP), Design Change Notice packages (DCN), and technical documents.

Accelerated project estimation by 20% by streamlining estimating processes and training the team.

## Testing New experience

July 10, 2023 - July 15, 2023

Technext

New Description

Another new Description