

Suresh Balaji Dhandapani

P: (682) 347-6012

[LinkedIn](#)

E: dhandapani.sureshbalaji@gmail.com

Design and Analysis | Schematic Diagrams | Scheduling | AutoCAD | Revit | Sketch Up | Navisworks | Estimation | ETABS

Construction Project Manager/ Coordinator/ Estimator

Education:

- **University of Texas at Arlington, Arlington, TX:** Masters in Construction Management | GPA: 3.44 **Anticipated May 2024**
- **Relevant Coursework:** Construction Cost estimation, Construction Planning and Scheduling, Construction Materials, Construction methods and field Operations, Construction Sustainability, Construction Administration, Risk management, Building Information Modelling, Construction Contracts, Specs & Admin.
- **SRM Institute of Science and Technology, India:** Bachelor of Architecture **June 2021**

Certifications:

- OSHA 30hr construction (OSHA) | Construction Manager-in-Training (CMIT) | Procore Certified: Student (Procore)

Technical Skills:

- **Proficiencies:** Architectural drawing & drafting, Spatial Visualization, Structural Understanding, Microsoft office, AutoCAD, Photoshop, Sketchup & Lumion, Primavera, Bluebeam, Vu360, Revit.
- **Analytical Skills:** Planning project strategies, handling unexpected issues, and solving other problems arising in the construction project, estimating the cost, materials, and time to complete the project.
- **Business Skills:** Address budget matters, and coordinate, inspect the construction activities of workers, negotiate on cost matters, and established an effective relationship with staff.
- **Leadership:** Manage the staff workers, effectively delegate tasks to construction workers, other managers & sub-contractors, responsible for taking initiative, making effective decisions concerning the needs of project, communicating the same to the workers.

Work Experience

Student Associate - Research Administration Department | University of Texas at Arlington, Arlington, TX **Feb 2023 - Present**

- Exhibited exemplary project management skills, consistently meeting deadlines and surpassing client expectations.
- Mastered time management, balancing work responsibilities, personal projects, and academic commitments effectively.
- Cultivated a robust professional network spanning diverse sectors, facilitating efficient communication and resource utilization.
- Proactively initiated and oversaw contractual agreements, contributing significantly to research projects across various fields.

Business Operations Manager | DSBalaji Enterprises, India **July 2021 – July 2022**

- Spearheaded project management efforts within both residential and commercial settings, emphasizing adaptability and versatility.
- Implemented inventive improvements to existing structures, demonstrating innovative problem-solving abilities.
- Acquired comprehensive expertise spanning multiple sectors, highlighting a robust business acumen.
- Proficiently managed budgets, optimizing resource allocation and maintaining a commitment to profitability.

Construction Coordinator Intern | Kosh Studios LLP, India **Jan 2021 – July 2021**

- Managed design tasks, creating intricate blueprints, sections, elevations, and 3D visualizations.
- Ensured precision in project execution through meticulous site inspections and adherence to design specifications.
- Prioritized staying updated on industry advancements through consistent supplier communication.
- Collaborated with interior design teams and architects, emphasizing the value of teamwork in complex projects.

Academic Project

Construction Cost Estimation and Rate analysis for Buddharatanaram Community, Fort Worth TX **Aug 2022 – Dec 2022**

- Analyzed construction costs and conducted detailed quantity take-offs, showcasing skills in project budgeting and resource allocation.
- Ensured strict compliance with industry standards and regulations, aligning with safety and quality requirements.
- Communicated analysis results effectively, demonstrating strong communication skills.

Construction Planning and Scheduling for single family house, Lake Nacimiento, California **Aug 2022 – Dec 2022**

- Authored a comprehensive report encompassing a quantity table for all materials & evaluated productivity of construction activities.
- Developed an activity calendar considering construction cost, labor crew allocation, weather data to ensure efficient project scheduling.

Building Performance Analysis using BIM on The Choice Headquarters Office, Chiang Mai, Thailand **Aug 2022 – Dec 2022**

- Integrated local architectural elements into an energy-efficient structure using Building Information Modeling for modern design.
- Conducted building performance analyses to enhance energy efficiency, showcasing skills relevant to the job description.

Construction Methods Field Operation on WWTP Shaft Excavation **Jan 2023 – May 2023**

- Successfully led a team of three to excavate Pumping and Screening shafts, achieving precise depths of 140ft and 125ft, respectively.
- Implemented cutting-edge safety protocols, contributing to a noteworthy 25% decrease in potential safety incidents. Demonstrated exceptional efficiency by completing the project 10 days ahead of schedule, reflecting a significant 15% increase in operational efficiency.