Project Coordinator

94230 Cachan · 5 à 10 ans d'expérience · Réf. 2503071328

Ma recherche

Contrat recherché : Tout contrat
Zone : Ile de France
Mobilité : sur toute la région
Rémunération : a étudier
Secteur : Batiment

Formations

06/2020 — Bac +5 — Central Queensland University l Sydney, AUSTRALIA
Master of Project Management
06/2018 — Bac +3 — School of Architecture and Planning, Anna University l INDIA
Bachelor of Architecture

Expériences professionnelles

01/2021 - 12/2023 — Junior Project Coordinator

* Managed the construction of 9 new homes in one year, supervising 3 subcontractors and 10 laborers per project. * Assisted in creating a budget and tracked spending against it, communicating with stakeholders to monitor and implement the corrections as necessary. * Reduced concept to completion time by 30% by adopting agile methodologies, which included daily standups, weekly sprints, and a JIRA board. * Boosted overall efficiency by 20% and reduced resource wastage by 10% by ensuring adherence to the project timeline.

01/2016 - 12/2016 — Architect Intern

* Achieved a 90% milestone completion rate by monitoring the schedule, ensuring weekly reports and tracking meeting minutes. * Interacted with clients in order to understand their requirements and designed floor plans accordingly, resulting in a 98% project satisfaction rate. * Created 3D renders using SketchUp and V-Ray with photorealistic details for the interior and exterior of a residential project, in order to help the client visualize the design.

01/2016 - 12/2017 — Architect Intern

* As a part of the interior team, collaborated with Architects, Engineers, and Contractors to create detailed drawings using CAD for residential projects. * Supervised the construction site daily, which resulted in the project completed on time and with zero errors. * Prepared the Bill of Quantities for eight (8) projects, and prepared schedule reports for four (4) projects using MS Excel. * Awarded the Best Intern Award out of a group of 12 interns, for being the top performer for the duration of the internship.

Langues

Anglais (courant), Français (courant), Tamou (courant)

Compétences

Architecture, Bill of Quantities, budgeting, construction, construction site, CRM, floor plans, meeting minutes, negotiation, Project Management, Project Planning, residential projects, Risk Management, scheduling, subcontractors, V-Ray

Atouts

Analytical, Communication, communicating, Critical Thinking, Problem Solving, top performer, PhotoShop, agile methodologies, AutoCAD, CAD, JIRA, MS Excel, Microsoft Office, SketchUp

Fiche anonyme — l'identité et les coordonnées du candidat sont communiquées aux recruteurs qui en font la demande sur pmebtp.com.