

Zach Abdi

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Phone: (725) 207-6920

Professional Summary:

- **Over 15 years of hands-on experience in construction** across various types of projects, including residential, commercial, and industrial developments.
- **About 7 years of experience as a Construction Project Manager**, leading large-scale projects from conception to completion, ensuring adherence to budget, timelines, and quality standards
- **EIT Member** with Engineers and Geo-scientists of Manitoba (EGM)
- **Associate member** of CIQS (Canadian Institute of Quantity Surveyors)
- **Experienced in planning, organizing, and executing** the overall project management plan, site supervision, estimation, work package preparation, quality control, and quality assurance, scheduling, Safety, and PEP
- **Results-oriented** backed by successful experience and knowledge of civil construction
- **Proven project management skills** by ensuring project deliverables are completed on time and within budget, with the highest quality
- **Team player** with great communication and interpersonal skills coupled with the ability to establish a good working relationship with clients, stakeholders, and all levels of staff
- **Highly dedicated, multitasked, and fast learner**
- Proactively identified and implemented process improvements that enhanced project efficiency and reduced costs.
- **Proficient** in MS Office, MS Project, Outlook, AutoCAD, Blue beam, SharePoint, 3D max, Revit, Fieldwire, PlanGrid, Pro Core, P6, QuickBooks, iAuditor, Sharepoint and SAP Ariba
- Possess a valid driving license.

Key Skills:

- Project and Team Management
- Commercial Construction
- Construction Planning and scheduling
- Technical Analysis, Regulatory Compliance
- Organizational skills & attention to detail
- Resource Allocation & Optimization
- Cost Controlling and reporting
- Budget Management
- Leadership and Team Building
- Quality Control Management
- Vendor and Materials Management
- Workplace Safety and compliance

Project Profiles:

Project #1

Project Manager

October 2022 - Sept 2024

Wintrust Financial Corporation, Chicago, Illinois

Worked on \$10 million office buildings projects

- Managed office buildings projects valued at up to \$10 million, delivering on time and within budget while meeting quality and safety requirements.
- Developed detailed project schedules, timelines, and budgets; monitored project performance using key performance indicators (KPIs) and construction management software (Procore, MS Project).
- Led a cross-functional team of engineers, architects, subcontractors, and laborers, fostering collaboration to meet project objectives.
- Developed and presented comprehensive project status reports and progress updates to senior management and clients, outlining key milestones, risks, and financial performance.
- Conducted regular site inspections to ensure compliance with safety standards, codes, and client specifications, minimizing workplace accidents and delays.
- Negotiated contracts with subcontractors and suppliers, securing favorable terms and optimizing material and labor costs by up to 15%.
- Generated weekly and monthly progress reports to management, tracking key project metrics, resource allocation, and financial performance to ensure project alignment.

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- Managed project risks through proactive identification, risk mitigation planning, and continuous monitoring to prevent cost overruns and delays.
- Prepared detailed reports and presented progress updates to clients and senior management, maintaining transparency and client satisfaction.
- Conducted regular site inspections and safety audits, reducing workplace incidents by 20% and ensuring adherence to company safety protocols.
- Reported on project progress, risks, and budget variances to senior management and clients through regular meetings and detailed reports.
- Implemented risk management strategies, identifying and mitigating potential project delays, budget overruns, and quality concerns.

Project #2

Project Manager and Estimator

May - September 2022

Rao Construction and Development, Las Vegas, NV

Worked on \$6 Million Retail and Restaurant buildings and estimated on various bid packages (TI, Shell and etc..)

- Successfully managed a portfolio of construction projects, ensuring adherence to schedules and budgets.
- Led a team of project coordinators, subcontractors, and site staff to achieve project goals.
- Collaborated with City of Las Vegas and Henderson officials and regulatory agencies to obtain permits and approvals for construction projects, maintaining a high level of compliance.
- Oversaw the creation and submission of client invoices and subcontractor payment schedules, aligning with project milestones and contract terms.
- Conducted regular site inspections to ensure work quality, safety, and compliance with all relevant regulations.
- Provided strategic guidance during the initial project conception phase, advising clients on approaches to meet overall objectives.
- Implemented cost-effective measures to improve project efficiency, resulting in a 10% reduction in overall project costs.
- Communicated project updates and progress to stakeholders, ensuring transparency and accountability throughout the project lifecycle.
- Managed project documentation and records, ensuring all required permits, licenses, and approvals were up to date.
- Collaborated with subcontractors, suppliers, and vendors to obtain competitive quotes and pricing for project components.
- Utilized estimating software and spreadsheets to calculate costs, including materials, labor, equipment, and overhead.
- Participated in pre-bid meetings and site visits to gather essential information for accurate estimates.
- Identified and proactively participated in solving construction related issues including potential project delays, unforeseen conditions, and project changes.

Project #3

Project Manager

Jan- April 2022

Cobblestone Construction, Las Vegas, NV

Worked on \$8 Million Public Construction Works (CCSD, CSN and etc.)

- Monitored construction projects to ensure procedures, materials, and equipment comply with approved project plans, specifications and samples, owner standards and quality
- Provided documentation of construction progress to include shop drawings, manpower, schedules, delays, changes, payments, and other events affecting the project

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- Maintained liaison between owners, subcontractors, architect, engineers and consultants during construction to resolve field problems
- Maintained project schedule and budget; attend pre-bid conferences on all projects
- Handled financial documentation and billing adjustments, including negotiating and processing client and subcontractor change orders
- Coordinate communications with the owners for all project related service interruptions to access utilities and traffic in order to minimize conflicts and avoid construction delays
- Interpreted blueprints and specifications to ensure compliance with construction plans, specifications, and obtain additional information from the project architect when necessary; recommend changes to documents for ease of construction
- Maintained liaison with contractor, architect, and owner to discuss modifications and adequate solutions to project problems; monitor and document change orders from initiation to completion of construction and payment
- Reviewed and recommend approval of payment to contractors for quantities of materials received or used and work completed during specific periods
- Prepared daily reports of project activities and other reports and analysis setting forth progress, adverse trends and appropriate recommendations and conclusions
- Implemented knowledge-sharing practices within the team, documenting lessons learned to enhance future project execution.
- Coordinated and assisted with final inspections; monitor completion of the punch list
- Reviewed projects at end of warranty period for non-compliance items
- Accumulated certified payroll reports for all subcontractors and ensure they coincide with daily reports
- Developed and maintained strong relationships with clients, successfully identifying and pursuing new business opportunities that led to project expansions.
- Supervised review process and submission of reports to owners

Project #4

Contract Administrator/Project Control

Dec. 2019-Jan 2022

Nevada Gold Mines (Barrick Gold and Newmont Corporation JV), Elko, NV

Worked on Cost Control of a \$2 Billion New Mine Project and CA of over \$50 million Capital and Growth projects

- Cost Controlling and Contract Admin of a \$2 Billion Construction Projects
- Prepared contracts package for goods and services
- Prepared Bid package, tendering and administrated
- Created and managed a contract and bid strategy and managed and reviewed project costs provided input on potential deviations, and recommended corrective actions.
- Responsible for the development and accuracy of cost reports. Verifies consistency with previous reports to ensure compatibility and consistency.
- Supervised the monthly closing and preparation of an executive summary to be submitted to the General Manager.
- Identified and acted upon opportunities for process improvements, leading to a 15% increase in operational efficiency
- Generated reports on the current status of existing agreements
- Negotiated contract terms, conditions, and pricing and follow up to ensure execution according to the negotiated terms for more than a dozen projects and analyzed and reported on specific risks associated with contracts

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Project #5

Project Manager and Estimator

July– Nov.2018

Canada Bridge (Minty Moving Ltd), Onanole, MB

Worked on \$6 Million Bridge building and estimated on various bid packages

- Developed project scope, managed schedules, project budgets, managing contractors and vendors, and comply with safety standards and building codes.
- Planned, implemented, and finalized all project deliverables and documentation.
- Managed day-to-day project scope, track project timelines, costs and maintain quality control.
- Bid, award, and coordinated all contractors and vendors to ensure project completion.
- Verified all contractual terms and obligations of the projects. Review drawings for compliance and bids for accuracy and completeness.
- Provided technical support and services to Contractual Projects.
- Accountable for on-site safety, scheduling, extra to contract accounting, quality control assurance, and overall project performance
- Prepared and submitted project estimates to General Manager for review
- Prepared construction specifications, cost and material estimates, project schedules, and reports
- Supervised monitored and inspected construction projects
- Quantity surveyed, quantity reviewed, and system input
- Coordinated field details, site inspections, and liaising with field subcontractors/consultants
- Conducted meetings on-site with Engineers, client, and construction crew
- Prepared bid package, cost breakdown, takeoff sheet
- Attended and presented pre-bidding meeting, cost analyzed, construction methods, value engineered. of projects Collaborate with engineers, architects, and others on changes of project's specs and scope

Project #6

Field Coordinator/Field Engineer

April 2017-January 2018

Bechtel Barnard EllisDon (BBE) Hydro Constructors LP, Gillam, MB

Worked on \$1.4 Billion Keeyask Hydroelectric Generating Station project, Service Bay complex

- Direct and monitor the entire construction project to complete it on time and within budget.
- Coordinated field details, site inspections, and liaising with field subcontractors/consultants/vendors
- Ordered and tracked permanent plant materials. Created work packages, performing quantity takeoffs, redlining drawings, and attending meetings.
- Worked with General foremen to monitor all activities to ensure a safe and efficient working environment for crews, subcontractors, and the public.
- Coordinated and assisted with information distribution to subcontractors and own forces (assisting with shop drawing review)
- Assisted with inventory and warehousing of materials and equipment and expediting material orders.
- Assisted in implementing and monitoring quality control.
- Verified /Tracked /Wrote/Responded to NCR/CAR/RFI
- Estimated, reviewed, and prepared project scope, budget, timeline, contracts, and supply chain needs
- Managed work personnel in areas such as schedule and tasks
- Established a network of qualified subcontractors for various trades
- Assisted the Project Manager in buy-out meeting and subcontract preparations

Project #7

Construction Project Manager

June 2015-March 2017

Sun Side Engineering, Winnipeg, MB

Worked on \$20 Million Commercial Construction Project

- Maintained the company brand with all clients, employees, trade partners, and supply chain partners.

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- Served as the main company representative to fulfill contractual obligations.
- Ensured the successful completion of the project and its profitability, and for retaining the owner as a client for life.
- Prepared and managed project budgets. Track project progress, variances, and recovery. Mitigate potential risk and provide accurate forecasts.
- Managed project controls' staff to ensure accurate and timely project/contract administration, including price change orders, tracking requests for information, review of shop drawings, document control, and communication to all stakeholders.
- Managed site delivery staff to ensure that scope, schedule, budget, quality, safety, and planning targets are achieved.
- Proactively identified addressed and resolve issues/problems as or before they occur.
- Maintained safety standards in all aspects of projects.
- Oversaw cost control to include monitoring the preparation of contract documents, budgets, scheduling, contracting, and processing of invoices.
- Managed and monitored work of subcontractors; provided follow-up to ensure completion of work and accurate, timely deliveries.
- Issued design criteria based upon tenant requirements, including copies of general conditions, supplementary general conditions, project requirements, etc.
- Prepared scope of work included in the original pro forma budget and advise management of revisions that may be necessary.
- Monitored plan development and specifications for cost-effectiveness.
- Coordinated all Architect and Engineer designs; reviewed both Architect's and Engineer's plans for adequate details of good quality and conduct design review meetings.
- Ensured building code compliance

Additional Information:

Selected Achievements:

- Ethics Awareness Workshop -Bechtel Cooperation
- OSHA 10 certification
- First Aid Care and CPR certified
- WHMIS certified
- CSTS certified
- Roadway Worker Safety: In the Zone certified
- Habitat for Humanity Manitoba Safety Training 2015
- International Course on Transportation Planning and safety

Education:

Bechtel University	2017
San Francisco, California, US	
Master of Technology in Construction Engineering and Management	2015
Indian Institute of Technology Delhi (IITD)	
Bachelor of Science in Civil Engineering	2010

Voluntary:

Volunteer, Habitat for Humanity	2015
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