

JANDIRA COSTA

Profile

Agile, focused and flexible professional **Project Manager** with 8 years of proven results. Strong facilitator and motivator. Superb leadership, communication, problem-solving, and relationship-building skills. Experienced in private and public milieus. Skilled in approaching challenges with due diligence, demonstrating flexibility to accommodate client's requests, and organization's mission and values. With rich critical thinking and good capacity to quickly adapt to new environments.

Professional Experience

KitchenSpot, Ottawa, ON
Jul 2024 - Up to date

Designer/Draftperson

- Managed and co-ordinated draftings
- Managed and oversaw cabinet and millwork orders from the date of sale through the procurement of materials.
- Transferred design to production, managed installation, and addressed deficiency remediation.
- Managed new product development projects, conducted cost analysis, and implemented them into production.

Environment: Mozaik, MS Office Suite, Titan, Click-up, Quickbooks, Windows Calendar, MS Teams, Zoom, MS Sharepoint, MS One Drive, Google Drive, Adobe Acrobat DC

Novinvest S.A., Angola, AO
Jan 2020 - Jan 2024

Construction Project Manager

- Managed large scale projects throughout its lifecycle, including defining objectives, deliverables, timelines, and resource management.
- Established the interface between the Project Owner and the relevant stakeholders, ensuring the efficiency of the communication flow
- Collaborated with internal team members (such as finance, legal and operations departments), ensuring all the activities are aligned with the key projects components.
- Established partnership and builded relationships with stakeholders ensuring that all members are working towards common outcomes.
- Identified potential risks and developed mitigation strategies to minimize negative impacts on projects outcomes
- Developed and managed project budgets, tracking expenses throughout projects lifecycles
- Executed the procurement of consultants and contractors (procurement reports), to advise the Project Owner on contract selection
- Oversaw provider's contracts throughout the project lifecycle.
- Ensured contracts implementation in compliance with relevant laws, regulations, and organizational policies
- Collaborated with customers, suppliers and external partners, to leverage resources, expertise, and support for projects implementation and sustainability.
- Oversaw weekly the projects status reported by all team members
- Produced monthly consolidated reports for Project Owner, tracking overall projects progresses, highlighting cost changes, measured performances achievements and lessons learned.

Environment: AutoCAD, Autodesk Viewer, BIM Tools (ArchiCAD and Revit), Photoshop, MS Office Suite, Windows Calendar, MS Teams, Zoom, MS Sharepoint, MS One Drive, Google Drive, TeamViewer, AnyDesk, Adobe Acrobat DC, Primavera, LexisNexis

Project Management Coordinator (Consultancy)

Mace Group Angola, Angola, AO
Set 2018 – Jan 2020

- Monitored the quality control, ensuring that products, services and activities met the quality standards
- Monitored the implementation of quality control procedures to drive products, services and activities efficiency.
- Provided recommendations for action to mitigate risk and improved management system effectiveness
- Collaborated in the organization of internal audits to assess compliance with quality standards and identified areas for improvement.
- Guided the team members on quality standards, procedures and best practices to promote a culture of quality throughout the client's organization.
- Maintained accurate documentation of quality processes, procedures and records to ensure traceability and accountability.
- Produced audit reports and quality control reports

Environment: PMI/PMBOK, ISO 9001, MS Outlook, MS Office

Project Manager Assistant (Document Control)

Mace Group Angola, Angola, AO
Set 2017 – Set 2018

- Reported directly to Project Manager, supporting in daily project management activities
- Executed document management, ensuring all new documents arriving on the system were quality checked as per standard procedures.
- Created and maintained electronic and hard copy filing systems.
- Ensured the quality control of all submitted and received documents.
- Provided administrative support, typed letters, minutes and reports as necessary.

Environment: MS Outlook, MS Office

Construction Supervisor Assistant

Mace Group Angola, Angola, AO
Out 2015 – Ago 2017

- Reported directly to Supervisor Director, providing support to develop all activities on site
- Contributed to monthly report the progress of all activities on site.
- Worked collaboratively to delivery took place in accordance to project goals.

Environment: MS Project, MS Outlook, MS Office, AutoCAD

Educational Background

Master Degree in Architecture	Oporto School of Arts (Escola Superior Artística do Porto “ESAP”), Porto, Portugal, 2015
Bachelor’s Degree in Architecture	Oporto School of Arts (Escola Superior Artística do Porto “ESAP”), Porto, Portugal, 2013

Skills and Attributes

Design Tools and Applications	ArchiCAD, AutoCad, SoftImage, Adobe Photoshop, MS Paint, SketchUp
Project Management Professional	PMBOK, PMI
Professional Workshops	Social Innovation (CIS Porto - Porto Social Innovation Center), 2021 ARENA SELFMADE, (ESAD & Design Factory), 2012 Home and Living (Casa e Habitar): C+C+W 2012 (CEAU/FAUP), 2010
Software Applications Knowledge	Adobe Acrobat, Flash, HTML, MS Windows, macOS
Soft Skills Training	Communication, leadership, dedication, time management, problem solving, adaptability, negotiation, conflict resolution, stakeholder management
Office Tools	MS Excel, MS Word, MS PowerPoint, MS Outlook, MS Edge, Safari, MS Project, Keyboarding - 70 wpm, 10K kph
Language Skills	English, Portuguese
Volunteer Work	Volunteer for Canada Day - <i>Centre des Bénévoles</i> (Department of Canadian Heritage), QC, Gatineau, 2024 Prairie Pocus - First Aid Plus, ON, Ottawa, 2024 Salesian House (Don Bosco) Charity Works, AO, Angola, 2022 Aid to Communities: Monthly Soup Volunteer (Saint Paul II Parish), AO, Angola, 2021 - 2022 ‘Work of Mary’ Charitable Foundation, 2021 AO, Angola
Memberships and Associations	Angolan Association of Architects (OA)