

PHILIP KIAWA

philokiawa@gmail.com | (437)-989-7276 | Toronto, ON | [LinkedIn](#)

Summary of Qualifications

Management professional with thorough knowledge of project control tools and systems. Acquainted with developing project designs, budget and resource management in synergic dynamic environments.

Work History

Project Coordinator

01/2023 – 08/2023

EllisDon Corporation - Royal Columbian Hospital Project.

West Minster, BC

- Assisted to monitor schedules, planning project operations while focusing on administrative tasks, keeping documentation records updated to allow deliberations in progress meetings.
- Worked with project managers to realign project timelines, guaranteeing that all key path activities were completed 90% on time ensuring compliance and providing support.
- Using data analysis to monitor progress and spot hazards promptly, I conducted biweekly oversight discussions, preventing possible overruns by estimated 40 project hours each month.
- Assisted in consolidation of project deliverables across different departments by implementing the Agile methodology, resulting in a 30% increase in project delivery.
- Managed the administration of IT inventory, to include asset management related processes, workflow and validation tools.
- Through efficient budgetary management and resource allocation, we helped reduce project expenses by 25%.
- Developed schedules, minutes, and slides in advance of project discussions to facilitate productive cooperation with all project participants.

Benefits Officer

07/2017- 06/2018

National Social Security Fund Group

- Integration and Migration of benefit records in the SSPAS system for validation and verification of member contributions in pension reimbursement.
- Simulation of migrated accounts into the main NSSF server portal while synchronizing member payments for authentication and finalization.
- Support asset protection managers with oversight of the development process, including detailed review of revision packages and process status reports.

Assistant Project Supervisor

2011-2021

Gregory Construction Group

- Tracking residential project performance and analyzing deliverables against client requirements.
- Lead sub-sectional projects from requirements definition through deployment, identifying schedules, scopes, budget estimations, and implementation plans, including risk mitigation.
- Dispatch, regulation, and management of construction resources to minimize wastage. Attained less than 8% wastage and over 93% efficiency in three years.

Education

- **Msc. Project Management** - Northeastern University (Boston, MA), Toronto **2021-2024**
- **Master of Business Administration** – Strategy Management **2014 – 2016**
- **Certified Public Accountants - Strathmore** **2013**
- **Bachelor's degree in business administration (Finance)** **2008 – 2012**
United States International University, Nairobi, Kenya.

Skills and Competencies

- Strong quantitative skills in Ms Apps, Procore, Fieldwire, Bluebeam, BIM 360 Design, Autodesk,.
- Adaptable to a fast, dynamic and innovative environment with effective communication.
- KPI management and implementation, performance reviews.
- A proactive team player with capacity to establish positive working relationships with others.
- Ability to oversee several tasks and projects; competent to set priorities and adhere to schedules.