

# SAIF DODHIA

613-415-2612 | [saifdodhia97@gmail.com](mailto:saifdodhia97@gmail.com) | [www.linkedin.com/in/saifdodhia](http://www.linkedin.com/in/saifdodhia)

## PROFESSIONAL SUMMARY

Results-driven Project Coordinator with 3+ years of comprehensive experience in construction project coordination, architectural design management, and technical documentation. Proven track record in administrative support to project managers, document control, and stakeholder coordination for projects valued up to \$8.5 million. Expert in construction schedules, change order management, and project close-out documentation. Demonstrated proficiency in Microsoft Office Suite, Procore, and construction management software. Strong background in subcontractor coordination, purchase order management, and meeting minutes preparation. PMP certification in progress (July 2025). Passionate about supporting project teams in fast-paced, deadline-driven environments.

## CORE COMPETENCIES

- Project Coordination & Administrative Support - Document Control & Distribution - Construction Schedules & Updates
- Change Order Management - Purchase Order Setup & Management - Meeting Minutes & Action Items
- Subcontractor Coordination - Project Close-out Documentation - Budget Entry & Cost Code Breakdown
- Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) - Procore - MS Project - AutoCAD
- Stakeholder Communication - Problem-Solving - Attention to Detail - Multi-Priority Management

## PROFESSIONAL EXPERIENCE

### Project Manager, Canada

ITREB (Northeast Ontario) (Volunteering)

01/2024 - Present

- Provided comprehensive administrative support to senior leadership while managing project controls and developing progress reports for multi-institutional programs serving 1500+ participants.
- Attended project meetings and prepared accurate meeting minutes with action items, ensuring transparent communication pathways between stakeholders.
- Maintained project activities in accordance with organizational quality management systems, supervising 30+ cross-functional team members with 100% compliance achievement.
- Enhanced program accessibility by 15% through strategic project coordination and stakeholder management.
- Ensured project deliverables through effective project communication and information flow management across multiple locations.
- Progressed from calendar coordination and WIP updates to facilitating meetings for Primary and Adult education groups within Religious Organization; currently leading a team of 5 on a 6-7 month strategic project; available to provide detailed project explanations during interview process.

### Architect (Construction Coordination and Designing)

12/2022 – 11/2023

Vaibhav Mhatre and Associates, India

- Managed 19 construction project proposals for regulatory approval and project financials analysis, achieving 100% approval success rate through effective stakeholder coordination.
- Coordinated construction schedules with cross-functional teams including contractors and consultants, ensuring 100% on-time completion across projects valued \$150,000 to \$8.5 million.
- Prepared comprehensive tender and contract documents, progress reports, and construction contract administration, reducing administrative overhead by 20%.
- Developed technical documentation for developments ranging 250,000 to 1,000,000 square feet, supporting project delivery and quality management compliance.
- Facilitated subcontractor communication and consultant management activities, ensuring project activities met organizational standards and client expectations.
- Implemented document control protocols through strategic quality assurance procedures, maintaining detailed project tracking and construction compliance.

### Project Lead Architect and Coordinator (Designing and Technical)

11/2020 – 11/2022

R Design Architects, India

- Led project coordination for \$150,000 residential project and 600,000 square foot high-rise development, demonstrating project leadership in stakeholder representation.
- Monitored project performance and quality management for projects up to \$8.5 million, ensuring delivery standards through regular progress reviews and stakeholder coordination.

- Coordinated cross-functional teams, including structural, mechanical, and electrical consultants, to achieve project objectives and maintain quality standards.
- Managed project budgets and stakeholder communication throughout project lifecycle, maintaining budgets within 5% variance.
- Prepared comprehensive submittals and contract documents to vendors, contractors, and clients for approval processes, ensuring seamless project administration and document control.
- Supervised project activities through regular quality reviews, comprehensive project documentation, and systematic progress tracking.

## **EDUCATION**

### **Energy Management Graduate Certificate**

01/2025 – 08/2025

Algonquin College, Ottawa, Ontario, Canada | CGPA: 3.8/4.0 | Graduated

- Analyzed organizational energy profiles and developed comprehensive sustainability strategies for construction projects.
- Conducted energy assessments using ASHRAE standards supporting environmental compliance and project requirements.

### **Project Management Graduate Certificate**

01/2024 – 08/2024

Algonquin College, Ottawa, Ontario, Canada | CGPA: 3.28/4.0 | Graduated

- Developed critical understanding of PMBOK 7 tools, techniques, and performance domains.
- Collaborated with Heart and Stroke Foundation on live project, successfully raising \$1,400 in donations.

### **Bachelor of Architecture**

06/2015 – 03/2020

D.Y. Patil College of Engineering and Technology, India | CGPA: 3.56/4.0 | Graduated

- Expertise in construction drawing preparation, blueprint reading, and building regulations.
- Construction document control, technical detailing, and construction coordination throughout coursework.
- Site analysis, construction planning, and project administration during academic studies.

## **TECHNICAL COMPETENCIES**

Software Proficiency: Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), Procore, MS Project, AutoCAD, Revit, Primavera P6, SharePoint, Bluebeam

Project Management: Schedule updates, project controls, progress reports, change order management, purchase order setup, meeting minutes, quality management systems, construction contract administration, budget entry, stakeholder coordination

Construction Industry: Document control, subcontractor coordination, technical documentation, project close-out documentation, construction schedules, tender and contract documents, O&M Manuals, As-built drawings

## **ADDITIONAL QUALIFICATIONS**

**Project Management Professional (PMP):** Application Approved (Due August 2025)

**Language Proficiency:** English (Fluent)

**Driver's License:** G Driver's License with vehicle access for site coordination activities.

**Professional Attributes:** Self-motivated, results-oriented, exceptional attention to detail, strong organizational skills, ability to prioritize competing tasks, deadline-driven, client service-focused