

SONA KUNJUMON

sonakunjumon1997@gmail.com | 343-987-2170 | LinkedIn: [linkedin.com/in/sona-kunjumon](https://www.linkedin.com/in/sona-kunjumon) |

Professional Summary

Project Management graduate with 2+ years of experience in the **construction industry**. Possess a solid foundation in project management principles, construction site supervision, quantity takeoff, scheduling and procurement, reinforced by knowledge of Agile and Waterfall methodologies. Highly skilled in **MS project**, **Revit** and **AutoCAD** softwares. Proven track record of managing high-performing teams. Proficient in driving quality assurance throughout project execution, supported by formal training in Quality Control Engineering and NDT methods.

Education

Building Automation System Operations Graduate Certificate

01/2024 – 08/2024

Algonquin College | GPA: 3.68/4.0 | Ottawa, ON

Project Management Graduate Certificate

05/2023 – 12/2023

Algonquin College | GPA: 3.57/4.0 | Ottawa, ON

Bachelor of Technology in Civil Engineering

06/2016 – 09/2020

Muthoot Institute of Technology and Science | CGPA: 8.33/10 | India

Competencies

Strategic Financial Planning and Budget Control | Project Cost Estimation and Forecasting | Scope Definition and Change Control | Predictive and Adaptive Project Methodologies | Effective Stakeholder and Team Communication | Work Breakdown Structure (WBS) Development | Critical Path and Network Diagram Analysis | Project Scheduling with Time and Resource Constraints | Cross-Cultural Communication and Global Project Coordination | Ethical and Professional Project Reporting | Communication Management Planning | Team Coordination in Virtual and Multinational Environments | Project Lifecycle Management (Initiation to Closure) | Risk-Informed Financial Decision Making | Tools-Based Schedule and Resource Tracking (MS Project, Primavera) | Quality Assurance | Risk Identification, Analysis and Mitigation Planning | Project Risk Management Framework Implementation | Procurement Planning and Contract Administration | Request for Proposal (RFP) | Statement of Work (SOW) Preparation | Corporate Social Responsibility (CSR).

Technical Skills

- **Designing Softwares:** AutoCAD, Revit, STAAD Pro (Basics)
- **Building Automation Softwares:** Eikon, MS Visio, WebCTRL, DIALux, RC Toolkit, RD Studio
- **MS Office Suite:** Microsoft Project, Word, Excel, Powerpoint, Excel, Primavera (Basics)

Project

Role: Student Project Coordinator and Quality Manager

Description: Successfully coordinated the PM Connect event at Algonquin College Ottawa, engaging students and faculty in project management activities.

- Led the planning and execution of the event, ensuring efficient management of all logistical details. Coordinated with team members, faculty, and external speakers to align event activities with the objectives.
- Managed the quality control process, ensuring that all event materials, presentations, and activities met high standards. Monitored and assessed the effectiveness of the event, gathering feedback for future improvements. Ensured that the event adhered to the project timeline and budget, delivering a successful outcome.

Experience

Shift Lead

05/2023 – Till date

Firehouse Subs

- Supervised a team of **5+ employees**, coordinating daily operations to ensure efficiency and adherence to company standards.
- **Scheduled staff shifts**, ensuring adequate coverage and reducing labor inefficiencies.
- **Managed workflow**, optimized task allocation, and **resolved bottlenecks**, improving service speed.
- Oversaw **inventory management**, tracking stock levels and preventing shortages, reducing waste.

Junior BIM Engineer_Arch/str

05/2022 - 04/2023

DDG BIM Services Pvt Ltd

- Assisted in creating and maintaining 3D BIM models using **AutoCAD and Revit**.
- Contributed to construction documentation, including schedules and quantity takeoffs from the BIM models for material estimates.
- Developed **parametric families** for architectural and structural components like doors, windows, beams, and columns.
- **Coordinated with multidisciplinary teams**, reducing coordination errors, ensuring seamless integration of structural and MEP systems.

Civil Site Engineer

12/2020 - 08/2021

PWD Contract work

- Supervised a **construction project worth \$10M+**, ensuring adherence to design specifications and regulatory standards. **Managed 25+ onsite workers and subcontractors**, optimizing workflow efficiency ensuring compliance with project plans and standards.
- Executed contracts, prepared invoices, and oversaw procurement and storage of materials. **Led cross-functional coordination**, working closely with stakeholders to define project requirements and update status reports.
- **Utilized MS Project and Excel** to estimate materials and schedule tasks, meet deadlines, budgets, and specifications improving project planning efficiency.
- Conducted **risk analysis**, identifying potential risks in the project particularly during the COVID-19 pandemic and implementing mitigation strategies that reduced project delays.

Certifications and Memberships

- Revit Architecture - Autodesk
- Construction Management in BIM - Bim Labs Engineering Services Pvt Ltd.
- Certified Quality Control Engineering - Techshore Inspection Services
- Certifications for various NDT techniques
- Electronic Waste Management Issues and Challenges - NPTEL MOOC - IIT Kharagpur
- Worker Health and Safety Assessment Certificate
- Standard First Aid and CPR - Level C
- Valid G license