SHOMPA GUPTA

Architect & MBA | Construction Consulting, Project Management

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SUMMARY

Architect and MBA (Laurentian University) with nearly four years of design-consultant experience on apartment, commercial, community and civic projects, and Canadian experience in commercial risk analysis, formal committee support and payment processing. Experienced in reviewing construction budgets and timelines, managing Supplemental Instructions and Change Orders, writing RFP/RFQ submissions, and coordinating contractors, consultants and senior stakeholders. Works in Procore and Primavera P6 and is working toward CAPM certification.

EXPERIENCE

OREDH Architects & Associated Ltd – Architect & Marketing Manager – Dhaka *Feb 2019 – Dec 2022*

- Supported apartment, commercial, community and civic/institutional building projects.
- Carried out cost control and project accounting across construction budgets, timelines and resource allocations, and recommended adjustments to avoid delays and cost overruns.
- Managed Supplemental Instructions and Change Orders so site teams and the office worked from the same information, worked with contractors and external consultants to resolve issues, and kept project records organized and accurate to support internal audits.
- Performed risk assessments on design projects to identify design, operational and compliance risks, and reported findings to Principals, Partners and clients.
- Wrote RFP/RFQ submissions for civic and institutional clients and built reusable InDesign templates that cut pursuit development time by 20%.
- Carried out research and planning on the Sajida Foundation project for people experiencing homelessness in Dhaka, building knowledge of social services and community needs.

BrokerLink – Administrative Support II – Sudbury, ON *May 2026 – Present*

- Run the Ontario client chequing hub, processing corporate and client cheque deposits into the bank accurately and securely.
- Lead the payment processing team, overseeing invoice routing and cheque deposits for the branch.
- Handle month-end processing with the bank and the finance department to keep payments and records accurate.
- Built and maintained the branch's electronic filing system and SharePoint sites, with strict confidentiality and security controls.
- Prepare agendas and materials and take minutes for formal committee meetings and teleconferences.
- Draft, edit, and format sensitive correspondence, legal agreements, and corporate presentations.
- Manage leadership calendars and multi-city travel itineraries and coordinate logistics for regional directors.

BrokerLink – Commercial Account Manager – Sudbury, ON *Nov 2024 – Apr 2026*

- Managed a diverse portfolio of 200+ commercial insurance accounts across multiple industries, delivering tailored coverage and strategic risk management solutions.
- Strengthened client relationships through proactive service, contributing to a 25% improvement in retention and renewal rates.
- Collaborated with underwriters and internal teams to negotiate competitive terms, optimize coverage options, and ensure timely policy delivery.
- Leveraged analytical and communication skills to identify cross-selling opportunities and support business growth initiatives.
- Ensured strict compliance with industry regulations and company policies, backed by completion of the RIBO (Registered Insurance Brokers of Ontario) licence.
- Provided a seamless client experience by overseeing renewals, endorsements, and claims coordination with precision and professionalism.

Liberty Tax Canada – Income Tax Preparer – Sudbury, ON *Feb 2024 – Mar 2024*

- Prepared and filed accurate income tax returns for 100+ clients, ensuring full compliance with Canadian tax regulations.
- Utilized tax software for data entry and calculations, maintaining a 98% accuracy rate and streamlining the filing process.
- Provided personalized financial advice to clients, identifying opportunities to maximize deductions and credits, resulting in an average savings of $2,500 per client.
- Maintained strict confidentiality of client information, adhering to privacy laws, and safeguarding sensitive data.

Leon's Furniture – Sales Representative – Sudbury, ON *Apr 2023 – Apr 2024*

- Implemented sales strategies that resulted in a 20% increase in revenue over 12 months by leveraging market insights and customer feedback.
- Managed a team of 10 sales associates, providing training and conducting performance evaluations, which improved team productivity by 30%.
- Established and nurtured relationships with over 15 key suppliers, optimizing inventory levels and reducing stock shortages by 25%.
- Enhanced customer satisfaction through effective problem resolution and visual merchandising.

SKILLS

Procore, Primavera P6, Microsoft Office (Excel, Word, PowerPoint, Outlook), SharePoint, Teams, OneDrive, Tableau, WordPress, Adobe InDesign, Illustrator and Photoshop, AutoCAD, Google SketchUp.
Languages: English, Bangla.

EDUCATION

Master of Business Administration (MBA) – Laurentian University, Canada *Aug 2024*

Concentrations: Strategic Management; Marketing Management. Courses: Business Analysis, Project Management, Strategic Management, Operations Management, Corporate Finance, Ethical Leadership, Advanced Marketing.

Bachelor of Architecture (B.Arch) – Premier University, Bangladesh *Dec 2018*

Five years of architecture study.

LICENCE

Valid Ontario Class G licence

PROJECTS

- Salsa Commercial Building, Dhaka (OREDH, 2022): led interior architectural development for a multi-storey commercial building using Revit and V-Ray/Lumion.
- Children Community Center, Bangladesh (university project): architectural design of a community facility for children.
- Dwelling in the Culture of Congestion, Bangladesh (university project): research and design project on housing and dwelling in dense urban settings.

TRAINING & CERTIFICATIONS

- Certified Associate in Project Management (CAPM), PMI – in progress
- Generative AI Overview for Project Managers (PMI), 2026
- Project Management Foundations: Budgets (LinkedIn Learning), 2026
- Strategic Communication for Leaders (LinkedIn Learning), 2026
- RIBO (Registered Insurance Brokers of Ontario) Licence
- Community Volunteer Income Tax Program (CVITP) Certificate, 2024
- Ministry of Labour: Worker Health and Safety Awareness in 4 Steps, 2023
- Sustainable Development and Green Building Opportunity in Bangladesh, 2016

VOLUNTEER EXPERIENCE

- Community Volunteer Income Tax Program (CVITP), 2024: prepared and e-filed returns for 200+ modest-income individuals; helped organize 5+ tax clinics.
- 8th Annual National Building Reconciliation Forum, 2024: helped organize an event with 150+ attendees and coordinated with 10+ speakers.
- Northern Lights Festival Boréal, 2024: provided logistical support for 500+ festivalgoers.
- Downtown Sudbury Clean-Up Event, 2024: collected 100+ pounds of litter and organized waste disposal.