

Fatemeh Valaei, MSc., PSM I

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Position: Project Coordinator/Scheduler

QUALIFICATIONS SUMMARY

- 2+ years of experience supporting project managers in residential, commercial, and Institutional construction projects from Execution to closeout
- Knowledgeable in project scheduling techniques, including Critical Path Method (CPM) and Earned Value Management (EVM)
- Completely familiar with project management methodologies including PMBOK, Prince2, P3.express, and Agile principles
- Working knowledge of MS Project and Primavera P6 in construction projects, and familiar with Procore, willing to expand knowledge
- Proficient in using Microsoft Office software including Power Point, Word, Excel, Project, Power BI, and Teams
- Familiar with all aspects of construction coordination including RFIs, procurement, scheduling, and commissioning
- Investing in professional development by pursuing CAPM Certification
- Working knowledge of AutoCAD 2024 to work with 2D engineering drawings

EMPLOYMENT EXPERIENCE

Project Scheduler/Planner

Sep 2023 – Mar 2024

Sooren, Isfahan, Iran

- Assisted Project Managers in updating the project schedule and preparing status, progress, forecast reports using Microsoft Excel
- Developed and maintained project time and cost baselines using MS Project and Primavera to ensure project alignment with planned timelines and budgets
- Analyzed project variances from time and cost baselines, identifying root causes of deviations and recommending corrective actions
- Developed comprehensive Work Breakdown Structures (WBS) for projects, decomposing project scope into work packages
- Maintains accurate and up-to-date project documentation (daily reports, RFIs, shop drawings, changes, timesheets)
- Documented meetings and tracked assigned tasks for follow-up
- Utilized AutoCAD to review project details (drawings, specifications) for accuracy during subcontractor invoice verification
- Maintained and updated Power BI dashboards, ensuring real-time data visualization for improved decision-making

Projects:

- The faculty of agriculture of the University of Tehran: Construction of the concrete frame of the building, 9 months, 750,000 CAD\$
- Isfahan steel factory: Construction and renovation of administrative and industrial buildings, 9 months, 700,000 CAD\$
- Baghbahadoran health service center: Construction of a 24-hour comprehensive health service center, 8 months, 400,000 CAD\$

Project Coordinator

Nov 2021 – Aug 2022

Yaran, Isfahan, Iran

- Maintained project documentation, prepared progress reports, and monitored project budget and expenditures
- Facilitated communication between stakeholders

Project:

- Residential renovation: Renovation of the inside and outside of a 2-story building, 10 months, 25,000 CAD\$

Assistant Project Coordinator

Dec 2014 – May 2015

Nama Barzan- Internship, Isfahan, Iran

- Assisted with managing material procurement and coordinating with subcontractors
- Gained hands-on experience in the field of civil engineering

Project:

- Residential Construction: Construction of a 5-story concrete frame building, 2.5 Years, 300000 CAD\$

EDUCATION

Master's degree, Water Resources Engineering and Management

Sep 2018–Sep 2021

Isfahan University of Technology, Isfahan, Iran

Bachelor's degree, Civil Engineering

Sep 2011–Sep 2015

Ashrafi Esfahani University, Isfahan, Iran

CERTIFICATIONS and LICENSES

- Google Project Management Mar 2024
- Professional Scrum Master I. License Number :1045107 Dec 2023
- Project Management Training Program (University of Tehran) May 2022–Sep 2023

COMMUNITY INVOLVEMENT AND ACTIVITIES

- Assisted in organizing and coordinating charity events at Beheshti Primary school, Isfahan, Iran Sep 2011-Mar 2024