

Masoud Razaghian

Port Coquitlam, BC

(778) 814-0935, masoudraz23@gmail.com

Professional Summary

A Professional Project and Site Coordinator with expertise in the Pre-Construction, Construction and Post-Construction phases. Experienced in effective collaboration with Project Managers and Superintendents to minimize their involvement in task work. Knowledgeable in building structures, field reviews, project budgets and schedules. Proficient in preparing Scope of Work and coordinating Submittals, Change Orders and Quality Control logs. Experienced in developing and maintaining positive relationships with contractors, sub-trades, and clients.

Skills

- Understanding of construction methods, materials, and regulations
- Microsoft Office, Procore, and Autocad
- Effective written & verbal communication
- Client Relations
- Leadership and team management
- Team player while working independently with minimum directions
- Project timing and budgeting
- Problem solving and adaptability

Professional Experience

Project/ Site Coordinator

Primo Stone Works and Flooring, Burnaby, BC

Nov 2022 – Present

Duties:

- Work closely with the Project Manager and Project Coordinators to maintain schedule and quality
- Coordinate, schedule, and supervise the sub-trades, and perform quality checks
- Monitor sub-trade activities to ensure they align with the project budget
- Review the invoices of sub-trades and progress draws
- Attend trade meetings and coordinate with the general contractors for scheduling

Project Coordinator

Yazd Takrim Novin Kavir, Iran

Oct 2018 - Feb 2020

Duties:

- Oversee construction projects to ensure they are on schedule and within budget
- Support management of subcontractors, including monitoring notification periods and value increases, and assist in managing payments
- Interpret blueprints to ensure the operations follow the drawings
- Assist in updating and maintaining the weekly master project schedule, monitoring productivity rates, and comparing subcontractor planned versus actuals in the schedule

Education

Master of Science in Energy Management
New York Institute of Technology, Vancouver, BC

Feb 2021 - Jul 2022

Bachelor of Science in Civil Engineering
Islamic Azad University of Yazd, Iran

Sep 2015 - Jan 2020