

Fatemeh Valaei, M. Sc., PSM I

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Coquitlam, BC

Position: Project Coordinator/Scheduler

QUALIFICATIONS SUMMARY

- 2+ years of experience supporting project managers and directors in construction projects from planning to closeouts
- Bachelor's degree in civil engineering and Master's degree in water resources engineering and management
- Legally entitled to work in Canada
- Pursuing Engineer in Training (EIT) status with Engineers and Geoscientists British Columbia (EGBC) and Certified Associate Project Manager (CAPM) certification
- Valid Class 5 British Columbia Driver's License

Technical skills

- Knowledgeable in project scheduling techniques, including Critical Path Method (CPM) and Earned Value Management (EVM)
- Working knowledge of MS Project and Primavera P6 in residential and institutional projects
- Completely familiar with project management methodologies including PMBOK, Prince2, P3.express, and Agile principles
- Familiar with all aspects of construction coordination including RFIs, RFQs, and RFPs, procurement, scheduling, and commissioning
- Proficient in using Microsoft Office software including Power Point, Word, Excel, and Teams
- as outlined in the PMBOK Guide, ensuring alignment with project goals and effective communication with stakeholders
- Working knowledge of AutoCAD 2024 to work with 2D engineering drawings

EMPLOYMENT EXPERIENCE

Project Coordinator, Intern

Confix Inc. North Vancouver, BC, Canada

June 2024 – Present

- Prior to tender submission, collaborate with the senior staff to define the scope, break down deliverables, developing a Work Breakdown Structure (WBS) for projects to minimize errors in bottom-up estimation
- Participate in site visits to observe the project location and surroundings, paying close attention to detail to evaluate project requirements
- Prepare tender documents, meticulously ensuring the comprehensive inclusion of all relevant environmental, traffic, and safety plans to maximize the bid's competitiveness
- Facilitate the RFQ process with subcontractors, fostering clear communication channels and securing on-time quote submissions using Communication and Collaboration skills
- Maintain and update project documentation including stakeholder register, issue log, vendor lists, etc. to enhance efficiency in future projects using strong organizational and attention-to-detail skills

Project Scheduler/Planner

Sep 2023 – Mar 2024

Sooren, Isfahan, Iran

- Assisted 9 project managers in updating the project schedule or portions of it on a weekly and monthly basis resulting in positive improved project team communication and adherence to deadlines
- 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 2 projects, decomposing project scope into well-defined and measurable work packages to improve project planning accuracy and resource allocation
- Provided up to 9 progress reports weekly and updated the company's dashboard using Microsoft Excel and Power BI leading to enhanced data-driven decision making
- Documented meetings and tracked assigned tasks for follow-up using attention to detail skills, resulting in enhanced project transparency and accountability, leading to smoother project execution
- Developed comprehensive risk management and change management forms using organizational skills to enhance project oversight and mitigate potential risks
- Documented daily reports and issue logs to identify bottlenecks and areas of schedule or budget slippage, ensuring project success through proactive risk mitigation and corrective action plans

Projects:

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

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Coquitlam, BC

Project Coordinator

Nov 2021 – Aug 2022

Yaran, Isfahan, Iran

- Coordinated, and supervised up to 15 sub-contractors and suppliers using multi-tasking skills to optimize resource allocation
- Maintained project documentation, prepared progress reports, and monitored project budget and expenditures ensuring challenges were found and resolved
- Facilitated clear communication between engineers, skilled trade workers and laborers to ensure needs were effectively assessed and fulfilled, promoting project collaboration
- Maintained accurate project financial records by closely monitoring budget and expenditures, ensuring adherence to cost estimates
- Maintained project documentation, prepared daily, weekly, and monthly progress reports to Enhanced Decision-Making

Project:

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

Assistant Project Coordinator

Dec 2014 – May 2015

Nama Barzan- Internship

- Assisted with managing material procurement and coordinating with subcontractors
- Gained hands-on experience in the field of civil engineering
- Responsible for compiling daily project reports, including detailed information on equipment, personnel on-site, and any issues encountered throughout the day
- Learned to effectively schedule and track project progress using Microsoft Project software
- Developed strong problem-solving and communication skills by navigating project delays and ensuring adherence to budget

Project:

- **Residential Construction:** Construction of a 5-story concrete frame building, 30 months, CAD 300,000

EDUCATION

Master's degree, Water Resources Engineering and Management

Sep 2018–Sep 2021

Isfahan University of Technology

Bachelor's degree, Civil Engineering

Sep 2011–Sep 2015

Ashrafi Esfahani University

CERTIFICATIONS and LICENSES

- Certified Associate in Project Management (CAPM) training (Fanavaran, North Vancouver, BC) **July 2024**
- 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

ISSofBC, Coquitlam, British Columbia, Canada

June 2024 – Present

- Canada Day Celebrations, 2024- Assisted with managing games and activities for a large community event
- Office work-Provided administrative support, including office tasks, minute taking of meetings, and facilitating online meetings

Beheshti Primary school, Isfahan, Iran

Sep 2011-Mar 2024

- Assisted in organizing and coordinating charity events
- Collected donations and raised awareness to support underprivileged children
- Taught English, Math, and Science to various grade levels, ensuring continuity of learning as a substitute teacher