

Summary

Detail-oriented and results-driven Contract Administrator and Construction Project Coordinator with over 10 years of experience in interpreting and managing contract terms, ensuring strict compliance with project requirements using advanced tools such as Microsoft Project and Primavera. Skilled in collecting, organizing, and maintaining comprehensive project documentation using SharePoint and Microsoft Office Suite. Adept at facilitating clear communication among stakeholders to support informed decision-making and optimize project outcomes. Experienced in overseeing construction activities, ensuring adherence to safety standards, building codes, and regulatory requirements. Seeking to leverage proven expertise to contribute effectively at a reputable organization.

Experience

Contract Administrator / Construction Project Coordinator | PIDMCO

July 2018 - July 2023

- Coordinated schedules, resolved design challenges, ensured site compliance, reported to Project Managers, and coordinated with designers, inspectors, and staff.
- Defined contract terms, payment schedules, performance criteria, and dispute resolution mechanisms to protect all parties in contracts like Fixed-Price (FP), Terms and Conditions (T&C), and Unit Price contracts.
- Collected all relevant documentation related to the proposed change order, including scope changes, cost estimates, schedule impacts, and any supporting documents from contractors or subcontractors for approval by the PM.
- Successfully navigated logistical challenges, including coordinating schedules among multiple subcontractors to ensure seamless workflow and timely materials delivery.
- Prepared SWOT charts and Identified strengths, opportunities, threats, and weaknesses in the project lifecycle, and closely collaborated with PM to convert threats into opportunities and address weaknesses.
- Supported effective decision-making and coordination during the development of the project by providing updates on construction progress in regular meetings using Primavera.
- Resolved conflicts by identifying vendors' delivery terms in contracts, addressing administrative issues to ensure strict adherence to contractual obligations and maintain project schedule integrity (e.g., Siemens, Mechanical Seal, Sulzer).
- Documented all communications and actions taken using Microsoft SharePoint to maintain comprehensive records and facilitate transparency and accountability throughout the project lifecycle.
- Reviewed each submittal in detail to ensure compliance with project requirements, contract terms, and applicable regulations, using checklists and defined criteria for acceptance.
- Reviewed and confirmed claimed invoices by contract terms, satisfactorily completed and met quality standards as per the project specifications, after approval by the Project Manager, prepared the Certificate of Payment.

Construction Project Coordinator | Haraz Rah

Jun 2017 – July 2018

- Monitored and enforced adherence to building codes, environmental regulations, and safety standards in road and building projects.
- Oversaw project timelines, budgets, and resources to ensure projects are completed on schedule and within budget, utilizing Primavera.
- Organized and conducted pre-construction meetings involving key stakeholders such as contractors, subcontractors, engineers, and project managers.
- Collected and analyzed performance data, including completion rates, quality of workmanship, and adherence to safety protocols using project management software.
- Reviewed various project and post-construction submittals to ensure they meet contractual requirements and regulatory standards, using tools like Bluebeam and AutoCAD for shop drawings, guarantees, and bonds.
- Managed the approval process for these submittals, ensuring compliance with project specifications, local regulations, and contractual agreements.
- Recorded all approved documents, ensuring they are filed and accessible to relevant parties throughout the project lifecycle.
- Helped develop and maintain a Work Breakdown Structure (WBS) and Cost Breakdown Structure (CBS) to organize and define the project's scope.

Senior Contract Officer | Abdan Faraz

Sep 2016 – Jun 2017

- Conducted a thorough review of contractual documents, interpreting terms and regulations to ensure proper execution and compliance with project requirements using Microsoft Project and Primavera.
- Prioritized and managed correspondence to ensure all parties received clear and accurate information regarding project progress, timelines, and any changes to contract terms.
- Prepared meeting agendas outlining key topics such as project scope, schedule, budget, and safety requirements using Microsoft Word or Google Docs, along with meeting agenda templates.
- Collaborated closely with stakeholders, analyzed cost estimates, and integrated feedback to optimize budget allocation for the construction at the project processing facility.
- Gathered critical information and reports on challenges encountered during the construction of the project (e.g., unexpected soil instability issues).
- Conducted regular site visits to observe construction activities firsthand. Assessed progress, verified compliance with design specifications and regulatory requirements, and addressed any arising issues.
- Drafted Requests for Information (RFIs) distributed them to relevant parties, and managed responses to ensure timely and accurate information exchange.

Special Project Coordinator | Kayson Company

Jun 2013 – Mar 2015

- Used software such as Microsoft Project or Primavera to create project schedules, establish milestones, and track progress against planned activities.
- Participated in identifying potential risks and uncertainties that could affect project outcomes. Developed strategies and action plans, such as contingency planning, to mitigate identified risks.
- Drafted contract documents, including agreements, specifications, drawings, and other supporting documents. Collaborated with legal counsel, engineers, and project managers in this process.
- Developed comprehensive Invitation to Tenders (ITTs) including project details, scope of work, bidding instructions, and submission deadlines.
- Developed Request for Proposals (RFPs) outlining project requirements, evaluation criteria, submission instructions, and contractual terms.
- Prepared Request for Quotations (RFQs) to request price quotations from vendors or suppliers for goods or services needed for the project.
- Evaluated contractor performance to ensure project deliverables and quality standards then drafted Letter of Intent (LOIs).

Skills

- Proficient in managing contract terms and ensuring compliance using Microsoft Project and Primavera.
- Skilled in maintaining project documentation with SharePoint and Microsoft Office Suite.
- Effective communicator among stakeholders, supporting decision-making through updates and meetings.
- Experienced in cost estimation, budget optimization, and project monitoring using management software.
- Strong in overseeing construction activities, ensuring compliance with safety standards and building codes.
- Proven ability to address design challenges, resolve conflicts, and manage project issues.
- Utilize AutoCAD, PowerPoint, SharePoint, Outlook, Jira, and Bluebeam.

Education

- **Pursuing an ASTTBC degree**
- **Pursuing PMP Certification**
- **Construction Project Management** | Columbia University (online) **May 2024 – Aug 2024**
- **Leadership Courses** | Trinity Western University **Sep 2023 – Apr 2024**
- **Bachelor's in Civil Engineering** | University of Technology K.N.Tusi **Sep 2002 – Feb 2007**
- **P.Eng. evaluated in Engineers Australia** (MIEAust NER) **Aug 2017 – Aug 2019**
- **P.Eng. evaluated in Engineers Iran** **Nov 2013 - March 2025**