GURJEET SINGH

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# Technical Skills and Computer Proficiencies:

* Over 8 months intensive training in Construction Project Coordination and Management.
* Proficient with Microsoft Office (Word, Excel, PowerPoint).
* Proficient with Microsoft Project to create construction schedules and Gantt charts.
* Good at reviewing construction reports, tender and contract documents.
* Proficient with AutoCAD to create and modify construction drawings.
* Certified First Aider (Lever 2).
* MHE Trainer’s Certificate: Scissor Lift, Boom Lift, Reach Truck, Centre and End Rider, Counterbalance and Fall Protection.

# Education:

###### Brighton, Burnaby BC 2023-2024

Diploma of Construction Operations and Supervision

###### Hanson Cambrian College, New West, BC 2019-2021

###### Diploma of Hospitality and Tourism.

# Experience:

**November 2023 TO October 2024 Brighton College, Burnaby B.C.**

 **Construction Operations and Supervision Trainee**

* Over 8 months of intensive training in AutoCAD, BC Codes, Construction Scheduling as well as construction technician knowledge
* Daily Utilization of Auto CAD to create construction drawings
* Good at using Auto CAD, municipal and infrastructure working drawings. (Plan, Profiles and Cross Sections).
* Very familiar with Civil Construction Standards.

**August 2019 To November 2024 Sobeys, Langley, B.C.**

 **Supervisor**

* Receiving merchandise; verifying bills of lading and placing in racking to facilitate seamless picking.
* Managing onboarding of new employees, coaching and training on performance standards and company’s policies.
* Addressing and resolving employee relations issues, providing feedback coaching when required.
* Completing and updating team training records.
* Serving as a site First Aid responder.
* Verifying safety of all MHE including Center riders, reach trucks and end riders prior to use.
* Ensuring compliance with all provincial and corporate health and safety requirements.
* Identifying and alerting department manager of workplace hazards.
* Uncovering opportunities for improved process flows as part of ongoing Quality Assurance efforts.

**January 2019 To July 2023 Fast Service, Surrey, BC**

 **Supervisor**

* Supervising the company’s construction site clean-up projects.
* Oversaw clean-up crews, helping prepare sites for hand-over.
* Enforced use of all required PPE.
* Worked with construction managers to schedule daily activities.
* Reviewed completed work with clients.
* Monitored team performance and, time and attendance.

**July 2018 To December 2018 Tornado Building Maintenance, Delta, BC**

 **Cleaner**

* Coordinated daily activities with Supervisor and Area Managers.
* Completed reviews and assessments of project requirements.
* Verified adherence to all WMIS 2015 regulations when handling chemical products.
* Oversaw construction site clean-up operations prior to hand-over to client.
* Scheduled teams according to ongoing project requirements, ensuring sites provisioned with required equipment and supplies.

**April 2018 To July 2018 Lowe’s, Vancouver, BC**

 **Customer Service Representative**

* Optimizing the retail experience and helping elevate customer service standards.
* Led superior customer-facing relationship management, consulting with clients on product selection.
* Ensured store and merchandise presentation standards met and exceeded corporate expectations.
* Supported all front-of-house store associates, providing ongoing training and technical assistance.
* Responded to and resolved customer service issues, ensuring client retention and overall satisfaction.

**References available upon request with confidence**