

# Mayra Diaz (She/Her)

B.Arch., MBA, PMP®, LEED® Green Associate™

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## CAREER SUMMARY

Highly skilled and certified project management professional with a Bachelor of Architecture, MBA, PMP certification, and LEED Green Associate accreditation, bringing over 11 years of diverse experience in the construction project management industry. I have successfully led and delivered a wide range of complex projects, including Olympic-grade sports facilities, hospitals, airport upgrades, commercial office buildings, shopping centers, and luxury residential developments. Known for a results-oriented and strategic approach, I excel in optimizing operational efficiency, managing subcontractor relationships, and ensuring effective resource allocation to meet project deadlines and budget requirements. I am passionate about joining a forward-thinking local team, where I can leverage my expertise to drive project success, foster innovation, and add tangible value to the organization.

## SKILLS

- Project Documentation Management
- RFI and Change Order Processing
- Subcontractor Management
- Budgeting and Cost Control
- Client and Stakeholder Communication
- LEED Certification Process
- Construction Coordination and Scheduling
- Microsoft Office & Project Management Software

## EXPERIENCE

### Professional Development, *ONLINE LEARNING* 2022 - Present

- Enhanced professional expertise by completing targeted courses in construction culture, LEED v5, green building, construction safety, and project management, earning certifications from BCCA, BCCSA, USGBC, and Procore.
- Currently pursuing courses in Mass Timber Construction to deepen knowledge of sustainable building materials and innovative construction methods, as well as Construction 101 to gain a comprehensive understanding of foundational construction principles.
- Focused on key topics such as decarbonization, health and well-being in building design, and fostering sustainable community development.

### Career Break, *FULL-TIME PARENTING* 2021 - Present

### Project Manager, *MINISTRY OF TRANSPORTATION AND COMMUNICATIONS OF PERU* 2018 - 2019

- Managed the construction of the architectural scope for the VIDENA Grand Sports Complex, a fast-track project featuring Olympic-grade facilities, including a velodrome, athletics stadium with a warm-up track, aquatics center with three Olympic-sized pools, 24-lane bowling alley, and a multi-sports arena. Additionally, oversaw upgrades to the administration building and control center.
- Delivered project scope, schedule, and costs for a sports facility valued at US\$193M (224,000m<sup>2</sup>).
- Reviewed and approved design drawings and technical documentation from Pattern Architects (UK), ensuring compliance with international sports standards, using BIM/CAD software (AutoCAD, Revit, Revizto).
- Facilitated client meetings to identify and address stakeholders' needs.
- Conducted value engineering analysis, achieving a 5% reduction in construction costs.

### Project Coordinator, *ORIFLAME* 2017 - 2018

- Led the renovation of the San Isidro Business Center (US\$215K), reporting directly to the Operations Manager.
- Oversaw project documentation, including RFIs, shop drawings, change notices, and submittals, while managing upgrades and ensuring timely project delivery.
- Coordinated with teams, contractors, and suppliers, ensuring competitive pricing through analysis of project quotes and managing material procurement.
- Handled administrative tasks, such as preparing project reports, tracking material deliveries, and organizing project closeout documentation.

**Construction Project Manager, ICCGSA CONSTRUCTION COMPANY** **2016 - 2017**

- Oversaw subcontractor management for the San Isidro 27 Corporate Building, a 10-story, 8-basement project covering 19,000m<sup>2</sup>, and valued at US\$12M. Certified as a LEED® Silver project under LEED BD+C: Core and Shell.
- Managed subcontractors for the construction of the National Council of the Magistracy building, a 12-story, 5-basement government facility with a built-up area of 12,200m<sup>2</sup>, a project valued at US\$8.7M.

**Construction Project Manager, COSAPI ENGINEERING AND CONSTRUCTION** **2014 - 2015**

- Oversaw construction management for the National Bank of Peru's US\$150M headquarters, a 30-story building (66,000m<sup>2</sup>).
- Provided support in coordinating the LEED® Silver certification process under LEED BD+C: New Construction, with a focus on incorporating energy-efficient technologies.
- Managed documentation, budget analysis, and client meetings to ensure project alignment with objectives and specifications.

**Construction Project Manager, AESA CONSTRUCTION COMPANY** **2011 - 2014**

- Managed construction for large-scale projects, including the residential building "Condominio City" (20 floors, US\$9M), the shopping mall "Centro Paso 28 de Julio" (15 floors, US\$8.8M), and the commercial building "Begonias Tower" (26 floors, US\$50M).
- Provided support in coordinating the LEED® Silver certification process for Begonias Tower, Peru's tallest building in 2013, ensuring sustainable building practices under LEED BD+C: Core and Shell.
- Supervised the architectural finishing phases of the La Rambla San Borja shopping mall (160,000m<sup>2</sup>, US\$100M), coordinating subcontractors and project documentation for a mixed-use complex with over 120 specialty shops and office towers.

**Project Coordinator, COSAPI ENGINEERING AND CONSTRUCTION** **2010 - 2011**

- Coordinated the installation of 2,100m<sup>2</sup> of natural stone (granite and washed terrazzo) for the comprehensive exterior renovation of the BBVA (Continental Bank) headquarters.
- Assisted in developing architectural drawings and specifications for the new Regional Hospital of Ica, which includes 11 buildings, 52 outpatient offices, 98 parking spaces, and a heliport, totaling a floor area of 20,490m<sup>2</sup>, and valued at US\$21M.

**Architectural Assistant, COSAPI ENGINEERING AND CONSTRUCTION** **2006 - 2007**

- Managed and supervised over 40 subcontractors during the project Expansion and Modernization of the Jorge Chavez International Airport.

**ADDITIONAL WORK EXPERIENCE / VOLUNTEER**

- **Sponsorship Volunteer** – PMI Vancouver Island Chapter | 2020 - 2021
- **HeroWork Program Society** – Renovation for the Kiwanis Victoria Young Family Centre | 2020
- **COVID Frontliner and Omni Customer Fulfillment Associate** – Walmart | 2020 - 2021
- **Brand Ambassador** – Old Navy | 2020

**EDUCATION**

**Introductory Studies in Mass Timber Construction** |  
Sept 2024 – Present (*Expected Completion: Feb, 2025*)  
British Columbia Institute of Technology (BCIT)

**Diploma in Project Management and Development  
Real Estate** | 2014  
ESAN University

**Diploma in Business Administration (DBA)** | 2020 – 2021  
University of Victoria (UVic)

**Diploma in Construction Management** | 2012  
UPC Graduate School

**Master in Business Administration (MBA)** | 2015 - 2017  
Pontifical Catholic University of Peru

**Bachelor of Architecture** | 2001 - 2005  
Ricardo Palma University

**CERTIFICATIONS**

- **Project Management Professional (PMP®)** - Project Management Institute – PMP # 2820896 (*Expires: Nov 2026*)
- **LEED® Green Associate™** - U.S. Green Building Council - ID 11540289 (*Expires: May 2026*)
- **Construction 101** - Vancouver Island Construction Association (VICA) - *Expected Completion: Jan, 2025*