

Raneeta Jose, B.Arch, CAPM, LEED GA

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PROFESSIONAL SUMMARY

Technical Architect and Project Coordinator with over 4 years of experience in the design and construction industry. LEED Green Associate (LEED GA) and Certified Associate in Project Management (CAPM).

TECHNICAL SKILLS

AutoCAD Revit Bluebeam SketchUp Lumion SharePoint Photoshop MS Office

Primavera MS Project Smartsheet Jira Trello ZOHO Projects MS Visio

WORK EXPERIENCE

Project Coordinator

January 2025 - Present

Luxterior Floors & Home Solutions Inc | Vancouver, Canada

- Developed technical installation plans for floor coverings based on project specifications, manufacturer guidelines, and industry standards.
- Coordinated with architects, engineers, and contractors to review construction drawings and ensure alignment with flooring installation requirements.
- Prepared material takeoffs and technical submittals, product data sheets, installation methods, and warranty documentation.
- Supervised the installation of resilient, hard surface, and soft flooring.
- Maintained detailed project documentation, including as-built drawings, inspection reports, and material certifications.

Technical Architect

February 2020 - March 2023

Ssquared Architects | Kerala, India

- Created detailed plans integrating engineering, electrical, and HVAC considerations; presented plans to clients for review and approval.
- Controlled projects from start to finish to ensure high quality, innovative, and functional design and adjusted designs and plans to meet the client's needs.
- Prepared and maintained project documentation, including shop drawings, submittals, RFIs, change orders, and material procurement logs. Kept precise project records and contributed to the preparation of progress reports.
- Served as the primary liaison among field crews, project managers, subcontractors, and suppliers, informing all parties of project progress and promptly escalating issues as needed.

Junior Architect

April 2019 - July 2019

Kenar AEC Architects and Engineers | Bangalore, India

- Assisted in preparing detailed architectural drawings, interior drawings and construction documents, ensuring accuracy in interpreting blueprints and schematics.
- Collaborated with senior architects and contractors to coordinate project timelines.
- Identified, through consultation, client's requirements, approximate budget, timetable, and possible needs for future expansion.

PROJECTS

News Studio in Trivandrum, India

[View Portfolio](#)

Apartment Complex in Bangalore, India

Residence in Bangalore, India

Residence in Palakkad, India

EDUCATION

BC Building Code

2025

BCIT - Institute of Technology

Post Degree Diploma in Business and Project Management

2024

Vancouver Community College (Canada)

Bachelor of Architecture (B.Arch)

2018

MG University, Kerala (India)

Canadian Architectural Certification Board (CACB) - ECA completed (Credential ID 694IMM)
(Academic certification in progress: 38682)

LICENSES & CERTIFICATIONS

LEED Green Associate (LEED GA)

11648012-GREEN-ASSOCIATE

Green Building Certification Institute (GBCI)

Certified Associate in Project Management (CAPM)

[View Credentials](#)

Project Management Institute (PMI)

Registered Architect

CA/2018/100045

Council of Architecture - India

VOLUNTEERING

Women in Architecture (WIA) Vancouver

January 2025 – Present

Reference on request