

Mahan Matinpour

Project Coordinator

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Summary

Project Coordinator with experience in different types of construction projects, specializing in site coordination, documentation management, and maintaining safety standards. Proven ability to support multi-trade activities, manage purchase orders and permits, and assist in resolving on-site challenges to keep projects on schedule. Strong communicator skilled at facilitating collaboration among teams and stakeholders. Currently enhancing project management expertise through PMP certification and eager to contribute to construction projects with a focus on efficiency and quality.

Technical Skills

Proficient in Office365, Microsoft Project, and Oracle Primavera /Integrated safety standards into daily operations / Liaised with trades, consultants, and stakeholders to maintain effective communication / Managed submittals, shop drawings, and construction project documentation / Assisted in project closeout, including final inspections, documentation, and maintaining accurate project logs / Strong team player with proven ability to collaborate effectively / Skilled in meeting deadlines and working under strict time constraints / Strong planning, organizational, and multitasking skills with a focus on prioritization.

Experience

Field Engineer

December 2023 – November 2024

Aecon - Toronto, Canada

- Conducted site inspections and surveys to ensure compliance with project specifications and safety standards.
- Developed and maintained comprehensive project records, including detailed reports on field conditions, progress, and compliance with project plans.
- Implemented and monitored quality control procedures to uphold structural integrity and regulatory compliance.
- Tracked and documented site activities, including labor hours, equipment usage, and material deliveries.
- Received, tracked, and inspected field purchases and materials to ensure project specifications were met.

Construction Project Coordinator

May 2023 - December 2023

JY Construction Inc. - Toronto, Canada

- Administered contracts, including managing contract changes, ensuring adherence to terms, and processing claims.
- Conducted regular site meetings to review project progress, address issues, and plan upcoming activities.
- Managed Requests for Information (RFIs) and Requests for Quotations (RFQs).
- Assisted project managers in planning, organizing, and coordinating construction project activities.

Project Coordinator

December 2021 - November 2022

Petro Savin Sanat - Tehran, Iran

- Maintained accurate project documentation, including contracts, permits, blueprints, specifications, and other relevant records, ensuring proper version control and accessibility for team members.
- Tracked and processed all submittals, including drawings, product data, inspection reports, and closeout documents.
- Coordinated logistics for construction materials, equipment, and labor, ensuring availability and timely delivery.

Education

Bachelor of Science in Industrial Engineering

September 2017 - March 2021

Azad University

Certification

Comprehensive PMP Exam Preparation

December 2023 – July 2024

Oracle Primavera Certificate

December 2023 – Present

EHS Certification

March 2024 – March 2024

WHMIS 2015/GHS

March 2024 – March 2024

Microsoft Project (MSP)

April 2019 – July 2019

Excel Basics [2020] + Advanced in MS Excel 2019 & Office 365

October 2020 – December 2020