

RESHMA RAJENDRAN

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Summary

Project Coordinator with over three years of experience supporting civil construction projects through budgeting support, procurement coordination, documentation control, scheduling follow-up, and project close-out activities. Experienced in tracking costs, quotes, selections, and client approvals, coordinating with subcontractors and suppliers, and maintaining organized digital project records to support schedule, budget control, and client experience.

Skills

AutoCAD, SketchUp, GIS, Photoshop, Civil 3D, Revit, Primavera P6, Navisworks, MicroStation, Bluebeam, MS Excel & Word

Experience

Elevate Construction Services, Toronto, ON

Project Coordinator | 07/2025 - 12/2025

- Coordinated the submission, review, and approval of 14 + drawing and technical submittal packages per month, including civil layouts, utilities, grading, and site services documentation.
- Maintained submittal registers, revision logs, and approval trackers for 3–5 concurrent infrastructure projects, ensuring full traceability and version control.
- Acted as the main coordination point between design consultants, site teams, and project managers to support timely responses to submittals, RFIs, and technical clarifications.
- Reviewed drawings and technical documents for completeness, scope alignment, and compliance with project standards prior to formal submission.
- Supported technical review teams by coordinating discipline inputs and comment consolidation to ensure submittals were complete and review-ready. activities.

R&R CONSTRUCTION, India

BIM Technician/ Project support | 07/2021 - 06/2022

- Tracked submittals against design and construction milestones, improving turnaround time and reducing delayed approvals.
- Coordinated and tracked review comments and Non-Conformance items (NCRs) and supported timely closure through structured follow-up with designers and site teams.
- Prepared and issued weekly submittal status reports for project leadership, highlighting overdue reviews, risks to schedule, and required actions.
- Supported compliance activities by reviewing submitted deliverables against contract requirements, technical specifications, and approved design information.
- Coordinated design and documentation workflows between internal technical teams and external stakeholders to support consistent communication and controlled review cycles.
- Coordinated design and site information to support project schedules and milestone reporting.
- Supported tracking of scope changes and drawing revisions during construction.
- Prepared documentation and reports used for internal project reviews and progress tracking.

NIRMITHI KENDRA (Public Sector), India

Civil Cad Technician | 09/2019 - 06/2021

- Supported public-sector construction projects by assisting with estimating support, quantity take-offs, and documentation preparation.
- Participated in design and submittal review meetings (internal and external), documenting actions, decisions and follow-ups.
- Supported document control processes using SharePoint-based common data environments and project file systems, maintaining naming conventions and approval records.
- Assisted project managers in monitoring deliverable schedules for 100+ drawings and documents across multiple

packages.

- Provided administrative and technical support for submittals, RFIs, and compliance-related reports to support project governance requirements.
- Supported quality assurance activities by performing pre-submission QA checks, reducing rework and incomplete submissions.

KG FOUNDATION , India

Civil Engineer Trainee | 06/2015 - 05/2016

- Assisted site engineers with daily progress tracking, measurements, and site documentation.
- Supported preparation of progress reports and technical records.
- Coordinated between site teams and technical staff to ensure accurate communication of site information.
- Gained hands-on exposure to construction sequencing, site operations, and coordination workflows.

Education

Fanshawe College | Ontario

-Building Information Modelling and Integrated Practice | 08/2025

Fanshawe College | Ontario

Construction Project Management | 08/2024

Bachelor's | IN

Civil Engineering | 05/2019

Core Skills

Civil CAD Drafting, Site Installation Drawings, Construction Documentation, Drawing Revisions & Document Control, Coordination with Engineers & Site Teams, QA/QC & Drawing Standards, MS Excel & Word, Design Coordination, Contract Administration Support

Certificates

Autodesk Revit 2022: Essential Training for Architecture, Canadian Association of Women in Construction (CAWIC)