

Namariq Abdalsed

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SUMMARY OF QUALIFICATIONS

Highly organized and detail-oriented Project Coordinator with a background in civil engineering and experience in construction project administration. Skilled in analyzing construction drawings, managing project schedules, coordinating subcontractors, and ensuring compliance with industry standards. Strong problem-solving abilities, proficiency in project documentation, and expertise in contract administration. Adept at optimizing workflows, tracking RFIs and RFQs, and maintaining health and safety compliance.

PROFESSIONAL EXPERIENCE

Project Coordinator, Clearway Construction Inc.

April 2024-Present

- Assisted in construction planning, scheduling, and material takeoffs for **Metrolinx Pape Segment Advanced Works, Gerrard Portal (\$22M), DVP Sewer Relocation (\$18.2M), and Cosburn Utilities (\$8.5M)**, ensuring compliance with building codes and project specifications.
- Supported Project Managers and Superintendents in contract administration, schedule tracking, and subcontractor coordination.
- Managed RFIs, RFQs, purchase orders, and as-built documentation, maintaining accurate project logs.
- Conducted site visits to monitor progress, resolve design conflicts, and ensure regulatory compliance.
- Documented daily site activities, cost tracking, and safety reports, supporting Senior Management with additional tasks.
- Developed weekly project schedules, forecasting work progress and addressing potential delays.
- Assisted in shop drawing submittals, pricing coordination, and design approvals with subcontractors.
- Managed documentation for Ontario Line Advanced Works, ensuring regulatory compliance.
- Processed packing slips, timesheets, and material logs to maintain accurate project cost tracking.
- Digitized training materials for Project Managers and Site Superintendents, improving knowledge transfer efficiency by 83%

Supervisor, Skyzone Toronto

May 2018-January 2024

- Oversaw daily operations, ensuring efficient task execution and achievement of service targets.
- Managed customer inquiries and conflict resolution, maintaining high satisfaction levels.
- Coordinated documentation and incident reports, ensuring compliance with operational standards.
- Optimized work schedules to enhance team productivity and resource allocation.
- Monitored performance metrics and implemented strategies to streamline workflows.
- Collaborated with cross-functional teams to meet short-term and long-term objectives.

EDUCATION

Bachelor of Engineering –Civil Engineering, Toronto Metropolitan University May 2025

Relevant Courses:

- Structural Steel and Concrete Design
- Geotechnical Properties of Soils
- Computer Aided Structural Analysis
- Civil Engineering Systems
- Hydrology and Water Resources
- Highway Materials
- Surveying
- Foundations

Great Northern Engineering, Bridge Capstone Project

Sept 2025- March 2025

- Spearheaded a team of five structural engineering students as Project Manager in a real-world tunnel bridge design project.
- Conducted structural analysis and design, applying engineering principles and software tools.
- Developed sustainable, cost-effective solutions incorporating environmental considerations.
- Utilized SAP2000 and ETABS for complex structural modeling and analysis

TECHNICAL SKILLS

- Construction Drawings & Specifications Analysis
- Project Scheduling & Coordination (MS Project, Primavera P6)
- Contract Administration & Compliance
- RFIs, RFQs, and Change Order Management
- Health & Safety Documentation (Incident Reports, Traffic Control Plans)
- Microsoft Office Suite (Excel, Word), Adobe Bluebeam
- AutoCAD, SAP2000, ETABS
- Procore, Merx, BuildingConnected, SAP Ariba