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# Maira Shabbeer

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## SUMMARY OF QUALIFICATIONS

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Recent Architectural Technologist graduate with Site coordinator and Field Engineering experience within the construction industry and 1 year full-time experience on a >\$2 billion government funded Public Private Partnership healthcare project. Showcased exceptional problem solving and communication skills in high stress situations as a first-time Field Engineer. Excellent project management and organizational skills strengthened through various leadership roles as a Project Coordinator. Quick learner with excellent attention to detail, time and quality; working well both individually and in a team.

## SKILLS

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- AutoCAD 2020
- Revit 2020,
- SketchUp 2017
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Adobe Photoshop
- Adobe InDesign
- Adobe Illustrator
- Gate Three
- E-Builder
- Lumion

## EDUCATION

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- Architectural Technology Co-op** Sept 2016 – Aug 2020  
Sheridan College, Mississauga
- Secondary School Diploma** Sept 2012 - June 2016  
Lincoln M. Alexander Secondary School, Mississauga

## WORK EXPERIENCE

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- Co-op Field Engineer** Sept 2019 – Dec 2019  
Ellis Don – Canary District

- Managed construction efforts to ensure suite finishes were completed on all 12 floors of the residential-commercial building in accordance with the design requirements and schedule for Substantial Completion
- Coordinated with the client and the sub-trades to sequence the completion of Pre-Delivery Inspection items using generated reports for deficiency items from online portal (Bazinga)
- Tracked and scheduled installation of outstanding items and equipment
- Worked closely with client to ensure the new Pre-Delivery Inspection recording portal was being used correctly and efficiently to organize outstanding work
- Solved conflicts in relation to finishes of suites through interpretation of structural, architectural, mechanical and electrical drawings and specifications working closely with the Project Managers and the client

**Co-op Site Coordinator**

Jan 2019 – April 2019

Ellis Don – Michael Garron Hospital

- Tracked feedback from various stakeholder meetings in cost estimates and drawings made at 100% Design Development and 50% Construction Documents
- Reviewed submittals proposed for installation from sub-trades for early works and mock-ups
- Coordinated complacency of submittals with engineering standards, codes, specifications and design instructions and prepared samples for architect's review
- Solved conflicts through interpretation of structural, architectural, mechanical and electrical drawings and specifications
- Investigated and tracked accurate quantities for Time and Material sheets to ensure the quantities recorded in estimates were sufficient to complete the project
- Managed project administrative work, including recording meeting minutes and ensuring teams progress

**Project Coordinator**

Sept 2017 – Sept 2018

Trillium Health Partners – Design-Build-Finance project

- Managed a >\$2 billion government funded Public Private Partnership project working closely with the Directors of Design & Planning, Equipment Planning & Integration, and Finance; including administrative support
- Coordinated development of project through the Ministry of Health (MoH) Planning stages; includes Stage 1 approval process, Stage 2 Functional Programming process and procurement of Planning, Design and Compliance team
- Lead Ministry of Health Stage 1 Addendum submission which involved coordinating a revised facility development plan with architecture firms to ensure the Ministry of Health requirements were met with the new design
- Organized design charette between architects, the CEO and various internal stakeholders to obtain the appropriate approvals for the official Stage 1 Addendum submission to the Ministry of Health
- Planned stakeholder meetings with the clinical and non-clinical departments to examine the service area requirements for hospital staff, patients and families to assist in Functional Programming
- Led procurement of Cost Consultant from start to finish including development of RFP, evaluation of bids, acquiring appropriate approvals and onboarding the successful proponent
- Developed and updated tracking system for all existing furniture and equipment

**Co-op Project Coordinator**

April 2017 – Sept 2017

Trillium Health Partners – Capital Planning Team

- Developed departmental drawings for three hospital sites to show location, type of service and square footage of all the departments on each site
- Responsible for space and signage requests; included meeting with requestors and executing furniture orders, space audits and space reports

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**REFERENCES AVAILABLE UPON REQUEST**