

Mehran Karbalaee

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PROFESSIONAL SUMMARY

Detail-oriented construction Project Coordinator with a Master's degree in Civil Engineering and hands-on experience in project coordination, cost tracking, document control, construction administration, and architectural design. Adept at managing schedules, organizing project documentation, and coordinating effectively with site teams, subcontractors, and consultants. Proficient in Bluebeam, AutoCAD, and Microsoft Project, bringing strong organizational and communication skills to fast-paced construction environments.

EXPERIENCE

Carbonik Firm Inc. Ottawa | Project Coordinator | April 2026-Present

- Coordinate and manage 4 concurrent carbon consulting projects from start to finish, developing practical schedules and budgets to help clients meet federal regulatory requirements.
- Conduct financial analysis, cost tracking, and forecasting for a diverse portfolio of clients, supporting projects ranging from \$100K to multi-million-dollar engagements.
- Prepare progress reports, meeting minutes, and technical documentation to maintain accurate document control and contract organization.
- Facilitate clear communication between internal technical teams, external stakeholders, and municipal authorities to align project goals and reduce operational risks.

Lululemon. Ottawa | Product Operation Educator | September 2024- March 2026

- Managed high-volume inventory processing of up to 100 units hourly and conducted stock audits to ensure accurate store data, consistently maintaining a 98% inventory accuracy rate.
- Collaborated with the store team to optimize back-of-house organization and maintain efficient product availability.

Arman Tarah Tahlil Co. Tehran | Project Coordinator | September 2023- March 2024

- Coordinated 3 simultaneous construction projects, managing planning, scheduling, and cost tracking to improve workflow efficiency and reduce expenses by 14%.
- Prepared essential project documentation, including progress reports and change orders, to maintain steady site operations.
- Reviewed working drawings, specifications, and contract documents to successfully resolve over 100 submittals and RFIs.
- Conducted constructability reviews using Bluebeam and AutoCAD to identify potential physical conflicts and minimize site rework.
- Coordinated directly with trade partners, managed deficiency checklists, and attended site visits to proactively prevent schedule delays.

Harirchi Architects. Tehran | Architectural Designer | April 2019- August 2023

- Contributes to the design technical documentation across 12+ architectural and construction projects, including 3 award-winning developments and large-scale properties up to 60,000 sq. ft.
- Coordinated with engineers and project stakeholders to review drawings, verify constructability, and resolve technical issues during project development.
- Supported site teams in identifying and resolving discrepancies between design documents and actual site conditions, helping maintain project progress and reduce potential rework.
- Prepared and tracked change orders and project cost updates, supporting budget control and maintaining alignment with project requirements.

Ebtekar Sanat. Tehran | CAD Technician | June 2015- April 2018

- Prepared detailed 2D and isometric plans, ensuring all technical drawing packages met industry and CNC machine standards.
- Conducted quality control reviews by verifying physical dimensions against documentation to ensure design compliance.

EDUCATION

Master of Civil Practice Engineering / Carleton University, Ottawa | May 2024- February 2026

Bachelor of Architecture / Azad University, Tehran | September 2013- November 2018

SKILLS

- Construction Management: Civil Construction Coordination, Budgeting & Cost Tracking, Change Orders, RFI Preparation, Infrastructure Management, Subdivision Servicing Knowledge and Quality Control

- Site Operations: Blueprint & Contract Document Review, Crew & Subcontractor Coordination, Safety Inspection & Compliance, Site Visits and Progress Monitoring
- Software: AutoCAD, Autodesk Civil 3D, Procore, Bluebeam, Microsoft Project, MS Office Suite, Revit, Rhino, SketchUp and Photoshop

CERTIFICATIONS

- Valid Full G Driver's Licence
- WHMIS (Workplace Hazardous Materials Information System) - Canada Safety Training Centre
- Workplace Safety and Awareness Training - Canada Safety Training Centre
- AutoCAD Certificate - Amir Kabir University - Tehran