Aisha Rahman

Project Coordinator | Site Co-op Student

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PROFESSIONAL SUMMARY

Project coordinator with a construction engineering technology diploma, two co-op terms on site and a year on a mid-rise residential project. Tracks RFIs, submittals and change orders in Procore, keeps meeting minutes and deficiency lists current and supports site safety inspections. Working toward a project manager role on residential and institutional work.

EXPERIENCE & PROJECTS

Humber Crest Builders Ltd. · Toronto, ON **Sep 2025 — Present**

Project Coordinator

- Support the project manager on a 12-storey, 180-unit rental building, tracking about 400 RFIs and submittals in Procore with weekly status reports.
- Prepare change order logs and backup for owner review, matching each item to subcontractor quotes and drawing revisions.
- Run deficiency tracking on completed floors with Bluebeam markups, assigning items to trades and checking them closed before turnover.

Lakeshore Institutional Contractors · Mississauga, ON **May 2024 — Aug 2024**

Site Co-op Student

- Assisted the site superintendent on a school addition, recording daily site reports, trade manpower and weather delays.
- Joined weekly health and safety walks, logging hazards and following up with trade foremen on corrective actions.

Capstone: schedule and estimate for a two-storey medical office

- Built a Microsoft Project schedule and quantity takeoff for a team capstone, presenting the plan and cost estimate to an industry panel.

EDUCATION

Advanced Diploma, Construction Engineering Technology (Co-op) **2025**

Etobicoke Polytechnic College

SKILLS

Technical: Procore, Bluebeam Revu, RFIs and submittals, Change order tracking, Meeting minutes, Deficiency lists, Reading drawings and specifications, Microsoft Project, Excel, Site safety inspections, Working at Heights (Ontario), WHMIS

Certifications: Working at Heights Training (Ontario) · WHMIS · Standard First Aid and CPR