

Harsimran Singh

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PROFESSIONAL SUMMARY

Detail-oriented and motivated **Project Coordinator** with years of experience in coordinating cross-functional teams, managing multiple concurrent projects, and supporting strategic planning and procurement operations. Certified in Scrum and CAPM, with strong skills in Microsoft Office, stakeholder engagement, and business documentation. Passionate about equity, diversity, and reconciliation, with experience in quality assurance, reporting, and compliance.

WORK EXPERIENCE

Project Coordinator

Eureka Telecom • Cambridge, Ontario

July 2025 - Present

Project Coordinator

Snackraptors • Cambridge, Ontario

Sept 2023 – June 2025

CORE SKILLS

- Project Scheduling - MS Project, critical path, look-ahead planning
- Cost Control & PO Tracking - budget reconciliation, vendor timelines
- Earned Value Metrics - SPI, CPI calculation & reporting
- Change Management & Documentation Control (RFIs, COs, site reports)
- Field Coordination - subcontractors, equipment, material deliveries
- Meeting Coordination - agendas, minutes, action registers, follow-ups
- Safety & Compliance – WHMIS, CPR, First Aid
- Lean / Continuous Improvement and Risk & Issue Management

SOFT SKILLS

- Proactive & Motivated
- Interpersonal Skills
- Exceptional organizational skills
- Excellent communication skills
- Leadership
- Attention to detail
- Time Management
- Stakeholder Management

TECHNICAL SKILLS

- MS Project | Excel | Word | PowerPoint | SharePoint | Teams | Power BI
- AutoCAD (basic) | Primavera | ERP (SAP user) | JIRA
- Trello | Asana | Smartsheet | Slack

EDUCATION

Diploma in Project Management

Conestoga College • Kitchener, Ontario

Sep 2023 - Apr 2025

Master's in Political Science

Chandigarh University • Mohali, India

Jul 2021 - Jun 2023

PROFESSIONAL CREDENTIALS

- Certified Scrum Master
- Certified Associate in Project Management
- Lean Six Sigma Green Belt
- First Aid Certificate
- Occupational Health and Safety Certificate
- Accessibility for Ontarians with Disabilities Act (AODA) certificate
- Workplace Hazardous Materials Information System (WHMIS) Certificate

VOLUNTEER WORK

Emergency Responder

Canadian Red Cross • Cambridge, Ontario

Nov 2023 - Present

ADDITIONAL INFORMATION

- Eligible to work in Canada without sponsorship.
- Available to start immediately and relocate to the location as required.
- Valid Ontario G-class and M-Class driver's licence and reliable vehicle.