

MONSERRAT DUEÑAS PEÑA

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PROFILE

I specialize in technical analysis and management, obtained from my previous experiences working with Brazilian construction companies, managing teams, designing projects, and monitoring construction sites, mainly high-rise buildings construction sites.

- ✓ **Project management of the entire project cycle**, from purchasing the land to delivering the building to the owners.
- ✓ **Management** of the project offices, contracted by the construction company, corresponding to more than twenty disciplines per project. (Ex: heating, ventilation, and air conditioning systems, electrical distribution systems, plumbing, building structure, and envelope)
- ✓ **Development** and detailing of design projects. (Architecture and masonry)
- ✓ **Technical check** of blueprints and all information developed by all project offices in accordance with city codes or construction company standards during all processes.
- ✓ **Creation of reports** for the stakeholders and management of information (RFIs).
- ✓ Control and **payment** of projects and analysis of design amendments.
- ✓ **Construction site monitoring**: delivery and presentation of the projects to the construction team and monitoring the use of the projects promoting feedback to the designers.

WORK EXPERIENCE

Architect / Assistant Project Manager

Studio • Remote • 2020 -2023

- Development and detailing of architectural projects – Autocad
- Technical check of designs projects in BIM and Revit Model - BIMCollab
- Support for project management and technical analysis of design projects, identifying all issues, and creating reports with RFIs to ensure the quality of information and project compliance.
- Database control, maintenance, and management, always keeping them updated and with traceability for compliance purposes.

Project Manager

Petra Management and Innovation • London • ON • Canada • 2018 – 2020

- Multidisciplinary team and data control management, for the design of a platform - Gesher. global - aimed at developing communities in the areas of health, education, and local economy.

Project Manager

Petra Gestão e Inovação • Sorocaba • SP • Brazil • 2004 – 2018

Management of the agile delivery of residential, commercial, educational, hospital, and industrial projects of Civil Construction, guaranteeing the technical quality and fluidity of the project process. Among the activities performed, I was immediately responsible for the following:

- Design projects: Plan, organize, develop, control, and analyze construction projects from start to finish according to schedule, specifications, and budget.
- Construction site visits, monitoring, and reviews for projects under construction.
- Prepare progress reports and issue progress schedules to clients and the team. Verification of blueprints, BIM models, and all graphic material of the project, generating detailed reports (RFIs) for the design team and supply/product management. The entire process, analysis, and service were delivered with formal compliance records and engineering history for feedback on future projects.
- Control and authorization for contracted designers' payment and design amendment analysis.
- Database control, maintenance, and management with traceability for compliance purposes.

- Teams plan: prepare schedules and milestones and monitor progress against established schedules.
- Develop and implement quality control programs: Design and development of platforms for project portfolio management (Clepsydra) and for managing compliance with standards and guidelines (CLIA)
- Teams plan: prepare schedules and milestones and monitor progress against established schedules.

Project Manager

Matriz Arquitetura e Racionalização São Paulo • SP • Brazil • 2002 – 2004

- Projects to produce vertical masonry and drywall facades: compatibility of all projects and development of a project aimed at execution with details of all walls, including measurement plans for construction works, rental plans, and marking of blocks and drywall profiles, slab drilling plants with the indication of all electrical and hydraulic points and specific constructive details of the construction sites.
- Coordination of a multidisciplinary team and technical analysis of projects to expand the Honda factory in Manaus, AM, Brazil.
- Analysis and preparation of quotation budgets.
- Customer contact and negotiation.
- Contract administration.
- Technical analysis of projects.
- Construction site visits, monitoring, and reviews for projects under construction.

Architect and Quality Team Member

Aflalo/Gasperini Arquitetos São Paulo • SP • Brazil • 2000 – 2002

- Experience as an architect in one of the most renowned architectural firms in Brazil - aflalogasperini.com.br/en/
- Contact with the client and participation in development meetings.
- Development of projects from the design and analysis phases of the terrain/budget, development of executives, and details to the final phase of project implementation on the construction site.
- Participation of the internal quality team in the development and improvement control of the entire ISO 9001 standard for office compliance.

Architect /Team Coordinator

Arco Assessoria em Racionalização Construtiva São Paulo • SP • Brazil • 1997 – 2000

As team coordinator, I coordinated the office's internal team in the activities below:

- Projects for the production of vertical and structural masonry and drywall facades: compatibility of all projects and development of a project aimed at execution with details of all walls, including measurement plans for construction works, rental plans, and marking of blocks and drywall profiles, slab drilling plants with the indication of all electrical and hydraulic points and specific constructive details of the construction site;
- Customer support.
- Technical analysis of projects.

EDUCATION

Master's Degree Civil Engineering • São Paulo University - USP • São Paulo • 2003

Bachelor - Architecture and Urbanism Mackenzie University • São Paulo • 1996

ADDITIONAL COURSES

OLST Managing Workplace Interactions in Ontario Fanshawe College – London Jun | 2023

OLST Communication for Professional Managers Fanshawe College – London Mar | 2023

PMP - Project Management Professional Certification Preparatory | 2022

VOLUNTEERING

Coordinator -AGESC - Construction Project Managers and Coordinators Association São Paulo - SP - Brazil

Speaker - Workshops at the **FACENS** University of Architecture and Engineering Sorocaba SP Brazil

Speaker - Workshops at the **ANICER** Events and training lectures in Brazil

Specialist - Content collaborator in the Performance Standard Code in civil construction (NBR15575/2013)

Coordinator Gesher – Brazilian's Mothers Community London ON