

MONSERRAT DUEÑAS PEÑA

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PROFILE

Detail-oriented and results-driven professional with extensive experience in multidisciplinary construction environments, including managing residential, commercial, institutional, and industrial projects. Demonstrated ability to support senior leadership in budget control, scheduling, contract management, quality assurance, and compliance documentation. Adept at streamlining communication between internal teams, contractors, and clients while maintaining project documentation to industry standards. Highly proficient in AutoCAD, MS Office, and project scheduling tools.

CORE COMPETENCIES

Full-Cycle Project Management & Construction Management • Cross-Functional Team Leadership • Compliance Documentation & Database Control • Design & Technical Review • Process Optimization & Quality Control • Stakeholder Communication & Coordination • Database Management and Traceability • Scheduling & Budget Control

EDUCATION

Master's in civil engineering

São Paulo University, Brazil • 2003

Bachelor's in architecture and Urbanism

Mackenzie University, Brazil • 1996

CERTIFICATIONS & DEVELOPMENT

Managing Workplace Interactions in Ontario

Fanshawe College, London, ON • Jun 2023

Communication for Professional Managers

Fanshawe College, London • Mar 2023

PMP Certification Preparatory

Robson Machado, Brazil • Nov 2022

TECHNICAL SKILLS

AutoCAD • BIMCollab • Revit (Review) • MS Office • Project Scheduling • RFI Documentation • Database Systems • Fluent in English, Portuguese, and Spanish

VOLUNTEERING

Coordinator • AGESC (Construction Project Managers and Coordinators Association), São Paulo, Brazil

Speaker • Workshops at FACENS University of Architecture and Engineering, Brazil

Specialist • Performance Standard Code in Civil Construction (NBR15575/2013) Contributor

WORK EXPERIENCE

Architect / Assistant Project Manager

Studio • Brazil, Remote • 2020–2024

- Developed and detailed architectural projects using AutoCAD
- Supported project coordination and technical documentation, facilitating design compliance and tracking RFIs
- Managed technical reviews via BIMCollab and database control to ensure project traceability and compliance
- Liaised between project stakeholders to ensure smooth execution and timely resolution of change-related issues

Assistant Project Manager

Petra Management and Innovation START UP • London, ON, Canada • 2018–2020

- Led a multidisciplinary team and performed data control management for the design of a IT platform aimed at developing communities in the areas of health, education, international trade, and local economy
- Among other activities: weekly planning of general office activities; preparation of project development schedules; coordination of meetings; preparation of agendas and minutes, preparing presentations for product meetings and investors, product research and testing

Project Manager

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

- Managed the agile delivery of residential, commercial, educational, hospital, and industrial projects of Civil Construction, guaranteeing technical quality and fluidity of the project process.
- Designed projects, including planning, organizing, developing, controlling, and analyzing construction projects from start to finish according to schedule, specifications, and budget.
- Made construction site visits to monitor and conduct reviews for projects under construction
- Prepared progress reports and issued progress schedules to clients and the team
- Verified blueprints, BIM models, and all graphic material of the project, generating detailed reports (RFIs) for the design team and supply/product management
- Delivered entire process, analysis, and service with formal compliance records and engineering history for feedback on future projects
- Managed and authorized contracted designers' payment and design amendment analysis
- Performed database control, maintenance, and management with traceability for compliance purposes
- Prepared schedules and milestones for teams and monitored progress against established schedules
- Developed and implemented quality control programs, including design and development of platforms for project portfolio management (Clepsydra) and to manage compliance with standards and guidelines (CLIA)

Project Manager

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

- Managed projects to produce vertical masonry and drywall facades; ensured compatibility of all projects
- Developed a project with details of all walls, including measurement plans for construction works, rental plans, marking blocks and drywall profiles, slab drilling plants with the indication of all electrical and hydraulic points, and specific details of the construction sites
- Oversaw technical teams on industrial facility projects, including the Honda factory expansion
Ensured cross-disciplinary project compatibility and handled change documentation
- Performed contract administration, including technical analysis, customer contact, and negotiation
- Made construction site visits, monitored, and conducted reviews for projects in progress

Architect and Quality Team Member

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

- Worked as an architect in one of the most renowned architectural firms in Brazil - aflalogasperini.com.br/en/
- Contacted clients and participated in development meetings.
- Developed projects from the design and analysis phases of terrain/budget, developed executives, and the detailed final phase of project implementation on the construction site
- Participated with the quality team in the development and improvement of the ISO 9001 standard for office compliance

Architect / Team Coordinator

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

- Coordinated and conducted technical analysis of projects for the production of vertical and structural masonry and drywall facades, and ensured compatibility of all projects
- Developed projects with details of elements of construction, including walls, electrical, and hydraulic points