LAVINCE A.
Junior Construction Project Manager, Modular Housing Enthusiast

SUMMARY

- Experienced in managing multimillion-dollar housing and infrastructure projects, ensuring quality, timelines, and budget adherence.
- Skilled in construction management, site supervision, compliance, and contractor coordination.
- Proficient in project planning, risk management, and stakeholder communication.
- Active in sustainable development research and modular housing technologies.
- Strong background in consultancy, mentorship, and real estate writing.

TECHNICAL SKILLS

Main Technical Skills	Celonis (1 yr.), Project Management (1 yr.)
Mobile Frameworks and Libraries	Push notifications
Data Analysis and Visualization Technologies	Celonis (1 yr.)
Project Management & Administration	Project Management (1 yr.)
Mail / Network Protocols / Data transfer	WebRTC
Other Technical Skills	Microsoft Project, Risk Management

WORK EXPERIENCE

Assistant to Project Manager (Internship) - Norken International Limited

Duration: December 2023 - November 2024 (11 months)

Summary: Support role in construction project management involving plan review, data analysis, community engagement, site logistics, and enforcement of environmental and safety standards to ensure project objectives are met.

Responsibilities:

- Assisted Project Manager and Project Engineer in reviewing plans for compliance with project scope and recommending execution strategies.
- Aided in data collection, analysis, and presentation to facilitate decision-making and knowledge management, especially for community sensitization and encroachment.

- Supported site logistics development and implementation, including swing space plans and site surroundings management.
- Enforced environmental management, safety, and security guidelines on-site.

Construction Manager (Internship) - ABC Construction Company

Duration: January 2023 – September 6th, 2023 (9 months)

Summary: Internship role focused on construction management tasks including documentation, site monitoring, quality assurance, and facilitating communication between contractors and project management.

Responsibilities:

- Documented work progress and construction schedules ensuring consistency with project plans.
- Monitored site activities and surroundings to guarantee adherence to quality standards, regulations, and housekeeping.
- Conducted inspections of work methodologies and quality tests to ensure compliance with specifications.
- Facilitated on-site communication between contractor's team and project manager.

Professional Writer - International Association of Professional Writers and Editors

Duration: November 2023 - Present

Summary: Freelance writing and peer reviewing focused on real estate topics and industry research, providing expert insights and contributing to professional knowledge sharing.

Responsibilities:

- Freelance writing on real estate matters.
- Peer reviewing research work from industry colleagues.

EDUCATION

- **Bachelors (Hons) in Construction Management**
  Kenyatta University

CERTIFICATION

- **Negotiation Foundations**
- **Risk Management Foundations**
- **Microsoft Project Certification**
- **Construction Manager**
- **Communication Foundations**