

# Shiva Pandey

Scarborough, ON M1L 1G6 | (647) 895-8021 | er.shivapandey97@gmail.com  
linkedin.com/in/shivapandey89 | **Civil Engineering Technologist**

## Summary of Qualifications

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Civil Engineering professional with 3+ years of experience supporting construction project coordination, QA/QC inspection, and cost control across building and infrastructure projects. Experienced in managing RFIs, submittals, shop drawings, field documentation, quantity tracking, and quality inspections. Strong ability to coordinate contractors, engineers, and project stakeholders while maintaining compliance with project specifications, schedules, and safety standards. Seeking to contribute analytical, technical, and organizational expertise in a Project Coordinator, QA/QC Coordinator, or Junior Estimator role within a growth-oriented construction organization.

## Professional Experience

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### Field Coordinator (Co-op)

May 2025 – Aug 2025

Royal Crown Construction

- Supported coordination of construction activities across 3 active project sites by maintaining RFIs, submittals, shop drawings, and inspection records
- Assisted project managers with tracking daily site progress, work quantities, and subcontractor activities to support schedule monitoring
- Reviewed construction drawings and specifications to verify field execution and identify potential discrepancies prior to installation
- Maintained 100+ daily field reports, inspection logs, and photographic records supporting QA/QC compliance and project documentation
- Assisted with quantity verification of materials and work progress used for internal cost tracking and subcontractor payment review
- Coordinated with site supervisors, engineers, and subcontractors to resolve field issues and maintain project workflow

### Site Engineer / Field Technician

Mar 2020 – Dec 2023

Rasuwa Construction Company Pvt. Ltd.

- Coordinated field execution of structural, foundation, and earthwork activities for infrastructure and building projects valued at approximately CAD \$30M
- Reviewed engineering drawings, specifications, and material requirements to support construction planning and site execution
- Performed QA/QC inspections including concrete testing, footing verification, rebar inspection, and subgrade preparation checks
- Conducted 120+ concrete slump tests and coordinated testing of 300+ concrete specimens to verify compliance with design strength requirements

- Maintained detailed site documentation including inspection reports, material logs, quantity tracking, and non-conformance records
- Assisted project managers with material quantity verification and progress tracking used for cost monitoring and project reporting
- Performed layout verification and elevation checks using Total Station and AutoLevel to ensure construction accuracy

## Education

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**Lambton College, Toronto, ON**

**Jan 2024 – Aug 2025**

Postgraduate Certificate — Construction Project Management

- Focused on construction estimating, cost analysis, scheduling, procurement, contract administration, and documentation aligned with Canadian construction standards

**Khwopa College of Engineering, Nepal**

**Sept 2015 – Aug 2019**

Bachelor of Civil Engineering

- Built a strong foundation in construction materials, quantity surveying, estimating principles, and technical documentation

## Core Competencies

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Project Coordination • Construction Documentation Management • RFIs & Submittals • QA/QC Inspections • Quantity Verification & Material Tracking • Construction Drawings Interpretation • Cost Monitoring Support • Progress Tracking & Reporting • Site Coordination • Non-Conformance Reporting • Contractor Communication • Safety Compliance

**Equipment & Software:** Total Station • AutoLevel • Theodolite • AutoCAD • Bluebeam Revu • Microsoft Excel (Advanced) • MS Project • Civil 3D

## Licences & Certifications

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- Valid Ontario G Driver's Licence
- WHMIS — IHSA
- AutoCAD & Civil 3D — Udemy
- Advanced Microsoft Excel — Udemy
- Registered Civil Engineer, Nepal (Reg. No. 27334 Civil "A")