Allan Khariton, EIT

Civil Engineer | Construction Management | Aspiring Data Professional

CONTACT

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PROFILE

Assistant Project Manager for Commodore Builders at Brandeis University.

EDUCATION

December 2017
Carnegie Mellon University
Bachelor of Science in Civil Engineering

MANAGEMENT SKILLS

- Project and Team Management
- Risk Mitigation
- Project Scheduling
- Procore, SAGE, MS Office, MS Project, Oracle Primavera
- Public Speaking

TECHNICAL SKILLS

- Proficient in: Python, Power BI, mySQL
- Intermediate in: Tableau, AutoCAD, GIS, HCS7

LANGUAGES SPOKEN

- Fluent in Russian

CERTIFICATIONS

- OSHA 10 & 30 Hour
- CSL
- LEAN CM

February 2020 – Present
Assistant Project Manager| Commodore Builders

- Successfully leading project status meetings to senior executives, resulting in **positive client rapport and quick issue resolution**
- Updating the project schedule weekly, ensuring the project finishes **on time** and scope **extensions are fully documented**
- Managing change orders to ensure **timely submission** of all proposals and a **minimized risk** of performing unapproved work
- Developing and managing procurement logs in **Procore**, ensuring **~$20 Million** of equipment is ordered efficiently and the project can be finished **on time and on-budget**

February 2018 – January 2020
Engineer| Clark Construction Group

Origin Ballston – Interior Finishes Manager
- Monitored and directed interior finish work for **406 apartments**, ensuring resources were allocated efficiently and **avoiding over $100,000 in fees**.
- Led semi-weekly meetings with **key project stakeholders** to ensure on-time completion of work totaling **$100,000,000**
- Helped develop monthly requisitions and invoices, leading to **on-time payment** from owners and to subcontractors

Strategy, Research and Development - Engineer
- Developed a research plan to optimize the change order process utilizing **RS Means** and **save millions of dollars annually**
- Created and presented updates to **C-suite executives**, resulting in **quick project approval** and **positive rapport**
- Led app strategy and vision development, gathering **executive and user feedback** to create app features and requirements for **enterprise deployment**
- Created **custom mySQL scripts** to analyze manpower reporting and **developed Tableau dashboards** for project executives

Recent Data-Driven Projects

- Developed a **Power BI** punch list dashboard, which helped the team efficiently track and **close punch list items in 6 days** on average
- Developing a **Power BI** subcontractor performance dashboard, which will allow project teams and estimating teams to better **quantify subcontractor risk and performance** based on project-level data