

VINEET J. BAILUR

B.Arch (Mumbai University), M.S.C.M (Texas A&M University)

SUMMARY

- M.S in Construction Management w/ 4 years collective experience in project engineering, project controls, civil engineering, estimation, scheduling, bid procurement, presentation and portfolio designing, 3D/4D modeling, customer service, public relations, sales and team-building
- Beginning July 2009, I am looking to work in a full-time challenging position that fully utilizes my project management, engineering, design and communication skills

SOFTWARE SKILLS

Construction Mgmt Design MS Project, MS Excel, MS Office 2007, Primavera 6, Timberline, Comet AutoCAD, Microstation, Solidworks, Navisworks, SketchUp, Revit, 3D Max

EDUCATION

May 09 **M.S. Construction Management**, Texas A&M University (TAMU), GPA: 3.33
May 05 **Bachelor of Architecture**, University of Mumbai, GPA: 3.50

WORK EXPERIENCE

Project Engineer, Design Intervention, Mumbai, India (Jan 06 – May 06)

Responsibilities:

- Maintain and update schedules on P6 software
- Liaise with the architect, PM, owner and structural engineer regularly and maintain logs
- Create RFIs, track purchase orders and submittals & assist in vendor & material selection

Achievements:

- Earned a repeat project from the client
- Collaborated with accounting and finance departments and gained general knowledge
- Led client presentations

Assistant Project Engineer, Design and Décor, Mumbai, India (Dec 04 – Dec 05)

Responsibilities:

- Supervise site in absence of the project manager
- Prepare budgeting, estimation reports and schedules
- Track submittals and purchase orders and improve communication
- Design steel scaffolding, trusses, glass facades and curtain walls

Achievements:

- Led a team of diverse engineers and increased inter-disciplinary knowledge
- Gained experience in international contracting and environmental engineering methods
- Received positive feedback from the client for fast-paced delivery
- Trained employees in new software such as Revit and Google Sketchup

Assistant Project Supervisor, Colour Crafts, Mumbai, India (Jan 03– Dec 04)

Responsibilities:

- Assist owners in selecting the site, identifying project scope and discussing budget
- Troubleshoot spontaneous changes in schedules
- Maintain a balance in academics and profession

Achievements:

- Used 3D as a tool for faster work assortment to meet project deadlines
- Improved communication skills and gained the confidence of experienced professionals
- Improved all-round project management skills

Other related experience and achievements

Architect at the Department of Facilities and coordination, TAMU (07 – 08)

- Surveyed and drafted TAMU buildings on custom software and 3D Max
- Participated in BIM Model and GIS development meetings and trained new employees

Customer Service Associate at Wipro Spectramind (01)

- Handled inbound calls from American Express credit card customers
- Improved soft skills, decision making and troubleshooting skills

Seminar Secretary at Mumbai University (98 – 04)

- Arranged seminars by eminent personalities from the AEC industry
- Improved presentation, interpersonal, multi-tasking and leadership skills

Public Relations and Communications in-charge for ‘Xenon’

- Designed posters, advertisements, banners, signboards and placards
- Negotiated contract terms and communicated with sponsors
- Handled telephone calls with clients on a regular basis

Academic Projects

MHMR – Brazos Valley (Aug 08)

- Led 3 peers in facility assessment of the Mental Health Mental Retardation Center – Bryan
- Prepared reports on Excel & Comet & presented findings to the client for cost mitigation

ILSB, TAMU – A LEED Case Study (Aug 07)

- Reviewed the LEED certification and implementation process
- Supervised waste management and prepared reports and presentations for the LEED AP

Know Your Road (Feb 07)

- Developed and maintained a website in XML for College Station road repair work

4D Model – BMW buildings, Munich (Aug 06)

- Prepared a 4D Model using Navisworks, Revit and Sketchup

Relevant Coursework

- Sustainable Construction
- Construction Visualization
- Facilities Management
- Basic & Advanced Scheduling
- Basic & Advanced Statistics
- Solar Energy
- Construction Communications
- Safety Management
- Management Analysis