

Haiden Islam

Indianapolis, IN 46220

haiden.islam@gmail.com

+1 713 384 5954

Professional Summary

Results and people driven management professional focused on increasing operational efficiency through teamwork, strategic planning, and process improvement. Customer obsessed to provide best experience through focus on quality and safety. Values development and learning across all levels and building relationships to deliver customer promise.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Assistant Project Manager

Terracon Consultants Inc-Indianapolis, IN

March 2023 to Present

- Manage all aspects of a small to medium sized project.
- Works with client or NAM to define project scope, schedule and budget.
- Design, communicate, and implement a project plan for completing the project.
- Leads safety efforts including preparation and compliance with approved safety plan.
- Take action to resolve operational problems and minimize delays.
- Identify, develop, and gather the resources to complete the project. This may include preparing calculations, designs, reports and work specifications; developing project schedules, budgets and forecasts; and selecting materials, equipment, project staff, and external contractors.
- Partner with other departments or offices to secure specialized resources for the project.
- Conduct meetings and prepare reports to communicate the status of the project.
- Set priorities, assign tasks, and coordinates project staff to meet project targets and milestones.
- Coordinates with APR to ensure appropriate oversight is in place and sufficient time allowed for reviews of all critical junctures.
- Coordinates with accounting for financial management of business intelligence, invoicing and collections
- Develop understanding and be aware of project-related risk. Be familiar with what could go wrong on a project and how to protect the Company. Be familiar with company risk policies.
- Lead safety efforts for team and ensure team follows safety rules and guidelines. Responsible for creating and modeling a safe work environment; demonstrates safety practices. Promote pre-task planning for all projects.
- Promote continuous quality monitoring and improvement on projects. Monitor quality standards and practices. Engage APRs on projects at their onset.

Field Facilities Professional

Terracon Consultants Inc-Indianapolis, IN

June 2021 to March 2023

- Under direct supervision manage a small project, or one phase of a large project.

- Implement an established project plan.
- Identify, resolve, or escalate operational problems and minimize delays.
- Lead safety efforts including preparation and compliance with approved safety plan.
- Analyze project requirements and perform calculations or writes reports and completes deliverables.
- Coordinate the activities of outside contractors to ensure they are integrated into the project and the firm receives satisfactory standards of service.
- Estimate the costs, resources, and time required to complete the assigned phase of a project and monitor activities, allocate resources and assign tasks to ensure these targets are met.
- Conduct project meetings and prepare regular reports to communicate the status of the project within and beyond the project team.
- Set priorities, assign tasks, and coordinates project staff to meet project targets and milestones.
- Submits project deliverables to client as per contract scope and schedule
- Responsible to deliver work within approved budget
- Coordinates with APR to ensure appropriate oversight is in place and sufficient time allowed for reviews of all critical junctures.
- Develop understanding and be aware of project-related risk. Be familiar with what could go wrong on a project and how to protect the Company. Be familiar with company risk policies.
- Lead safety efforts for team and ensure team follows safety rules and guidelines. Responsible for creating and modeling a safe work environment; demonstrates safety practices. Promote pre-task planning for all projects.
- Promote continuous quality monitoring and improvement on projects. Monitor quality standards and practices. Engage APRs on projects at their onset.

Engineering Technician

Terracon Consultants Inc-Chattanooga, TN

October 2019 to May 2021

- Perform field and/or laboratory testing, observation, and inspection of construction materials (e.g. soils, aggregates, concrete, asphalt, roofing materials, and steel).
- Inspect adherence to project plans and specifications to ensure quality standards are met.
- Communicate with project manager, engineering technicians, client representative, contractor's representative and others as applicable regarding the construction site, project requirements, and testing, observation, and inspection requirements and results.
- Transport material samples with associated identifying documentation to the laboratory for further testing and analysis.
- Tabulate, prepare, and submit data and observation in the form of written and digital reports as work is performed for daily transmittal.
- Adhere to strict safety standards.

Amazon - Area Manager

Amazon-Charleston, TN

August 2018 to July 2019

- Manage and schedule operation of 20+ meeting operational deadlines and expected KPI's to ensure customer promise is delivered by running over 18k units in volume per shift
- Develop motivated Tier I to promote internally to Tier III positions and facilitate training for hard-working associates to ensure advancement while meeting labor needs for critical roles
- Implement strategies to maintain flow of product throughout the facility and increase productivity by 4% based on process improvement and waste reduction
- Promote safety by conducting daily audits and engaging in safety investigations to identify root causes of unsafe conditions and create action plans to eliminate hazards
- Reduce quality defects by partnering with Process Assistants to locate areas of high risk and develop barrier removal processes to average a 12,884 DPMO

Corporate Housing - Project Coordinator

CWS-Austin, TX

February 2018 to June 2018

- Assisted the Project Manager with coordination of move-in and move-out procedures for large corporate accounts to place over 300 employees nationwide
- Maintained relationships with over 35 apartment communities to discuss pricing and facilitate lease paperwork accurately and timely to ensure the apartment is ready for scheduled guest arrival and project is met within budget and timeline restrictions
- Responsible for auditing lease paperwork for compliance to discussed pricing, criminal background checks, and A/P issues
- Coordinated with a team of 4 Quality Control Reps that assisted in housing set-up to guarantee that hospitality and service expectations were met
- Consulted with vendors and planned schedule to procure necessary housing items within budget and maintain projected SLA on housing set-up

Education

Civil Engineering (Bachelor's)

University of North Dakota

August 2022 to Present

Civil Engineering (Bachelor's)

Old Dominion University-Chattanooga, TN

August 2019 to May 2022

Management (Bachelor of Business Administration)

The University of Texas at Austin-Austin, TX

May 2018

Skills

- Forklift (1 year)
- Process Improvement
- Customer Service
- AutoCAD
- Quality Control
- Project management
- Laboratory Experience
- Strategic Planning
- training
- CAD
- Word
- Project Coordination

Certifications and Licenses

OSHA 10

ACI Concrete Field Testing Technician - Grade I

March 2020 to March 2025

CPR/AED

March 2019 to March 2021

OSHA 40 Hour HAZWOPER

APGNA Nuclear Gauge Safety

TNEPSC - Level I

Additional Information

- Projects worked include ground up residential and commercial construction and rehabilitation services.
- Comfortable with all stages of construction, from assessment, design, construction, and project close-out.
- Notable projects include the Chattanooga Wet Weather Storage facilities, the Chickamauga Lock replacement, multi-family complexes, USPS roofing replacement/repair, Duke Regional Headquarters in Plainfield, IN, Noblesville Power Generation Station, Atlanta Airport, and several operations centers for utility companies.
- Familiar with commercial paving, civil and structural improvements, roofing, waterproofing, drainage and stormwater improvements, and building enclosure rehabilitation.