

Mustafa Hafez, B.ENG, PMP, FMP

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CORE COMPETENCIES & SKILLS

- A professional project manager with an engineering degree, experienced in leading capital projects and engineering design and construction teams in both public and private sectors
- A PMI-certified Project Management Professional (PMP) with demonstrated experience in handling renovation & infrastructure projects.
- A Facility Management Professional (FMP) with a strong knowledge base and skills in the foundation of facilities management principles.
- Brings extensive experience and enthusiasm for collaborating with leaders throughout the organization to create, interpret, and execute plans, ensuring that projects and tactical implementations align with the organization's strategic plan and core values.
- Excellent ability to adjust and adapt to frequent changes in a fast-paced work environment.
- Demonstrated expertise in leading and cooperating with cross-functional teams, possessing the organizational and relationship-building skills essential for project development and delivery.
- Strong working knowledge with computer applications including Microsoft Office suite (PowerPoint, Word, and Excel), MS Project, Adobe, and other tools.

WORK EXPERIENCE

Project Manager – Facilities Planning & Development

CAMH: The Centre for Addiction and Mental Health, Toronto, Canada

April 2020 – Present

- Lead multi-disciplinary team of hospital professionals, department stakeholders, Architects, Consultants, Contractors in the development and implementation of Mechanical infrastructure upgrades and capital healthcare projects (\$12M+ in value).
- Receive and evaluate diverse requests from stakeholders within the facilities, offering customized solutions and thorough assessments to ensure stakeholder satisfaction. Implement approved solutions effectively to enhance facility operations and user experiences.
- Consults with departments on physical space planning, project implementation, and operational requirements to ensure compliance with hospital standards, policies, and procedures
- Accountable for project controls, including budget and estimate preparation, monitoring, reporting, and payment processing on assigned projects within the Facilities Portfolio.
- Tracks all ongoing contract interpretation disputes and represent the owner as required at all meetings to negotiate dispute issues.
- Engaged in support procurement through the tendering process and experienced in the preparation and implementation of various contract types, including Design-Build and CCDC2 contract.
- Work with and manage on-site contractors, design teams and other consultants to manage project risk and deal proactively with issues that arise
- Manage the coordination of contract administration of assigned construction projects, including:
 - Track, document and be accountable for responses to Requests for Information (RFI's)
 - Coordination and issuance of Site Instructions
 - Coordination and assistance with change management
 - Conduct Site Reviews/Inspections and preparing associated reports
 - Verify contractor invoices in discussions with the engineer
 - Compile project close-out documents including as-built drawings

Construction Project Coordinator - (Freelance)**Dec 2018 – Sep 2019****Maple Root Academy, Mississauga, Canada**

- Led a team of engineers and contractors to develop design and perform space renovations to ensure alignment with the building code standards.
- Managed and oversees all consultant activities in the design development, contract design documents, including: budgets, project specifications, design briefs, architectural, mechanical, electrical and structural drawings ensuring pre-tender completeness and accuracy.
- Supervised the general contractor and performed site visits to ensure compliance with construction drawings and specifications
- Developed project tender documents which included scope of work, project timelines, and close-out requirements
- Coordinated site visits and inspections with the building inspector to verify building code compliance and close the permit
- Worked with the engineer to develop site instructions and change notice documentation as per the building inspector recommendations

Project Manager**Sep 2018 – Mar 2020****Bureau Veritas, Mississauga, Canada**

- Led a team of consultants, project managers and building operators to manage the delivery of capital Spearheaded comprehensive project management activities involving task delegation, work prioritization, progress monitoring, and timely project completion.
- Developed business cases that summarized requirements, budget, schedule, benefits and risks
- Communicated with clients and addressed their requests, while resolving issues
- Managed project documents and maintained the filing system through the Project Management Information System (PMIS)
- Presented results to stakeholders and followed-up with end users to verify customer satisfaction

Project Coordinator**Petricore, Abu Dhabi, United Arab Emirates****Mar 2017 – Aug 2018**

- Carried out core laboratory analysis according to project plans, while meeting project deadlines
- Supervised the project implementation and execution of experiments to ensure on-time delivery
- Analyzed and interpreted test results and data using various software tools and MS applications
- Monitored and managed team performance and quality of project deliverables
- Identified project risks and implemented contingency measures to avoid project delays

EDUCATION

- **Facility Management Professional (IFMA)**
FMP Serial Number: FMP49171, ID Number: 1166582 (October 2023)
- **Project Management Institute (PMI)**
PMP License number 2864977 (November 2020)
- **Foundations of Project Management Certificate program**
University of Toronto, School of Continuing Studies, Mississauga, Canada
- **Bachelor of Science in Engineering (B.ENG)**
Khalifa University, Abu Dhabi, United Arab Emirates (December 2015)