

VICTORIA VASYLENKO
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PROFESSIONAL SUMMARY

Experienced and driven **construction manager** with 13 years of experience in construction industry.
Master's Degree Mechanical Engineer HVAC.
Authorized to work.

SKILLS

- Hardworking, reliable, and enthusiastic
- Proficient time management and Problem-solving
- Communication and Negotiation skills
- Risk assessment and strategic planning
- Digital Skills: SiteMax, Microsoft Office , Orcatec

EXPERIENCE

Bookkeeper

Feb/2024 -

TYTUM Construction, TYTUM HVAC

Payment of all company bills, including payments to suppliers and contractors.
Processes and scans incoming invoices and processes payments.
Reconcile bank statements ensuring all transactions are aligned and identify any discrepancies.
Keeping records of all monthly payments of the companies.
Review of accounts payable agings.
Reconciling of monthly vendor statements.
Distribution of invoices and employee hours across projects.
Monitor company card transactions ensuring they align with business expenses and matches provided receipts.
Assist the Accounting Department with running reports and audits.
Registration of permit for client (air conditioning system inspection)
Opening a license for the company in all cities of San Diego.

Project coordinator

June/2022 - February/2023

SCANSA Construction Ltd., Victoria

Worked closely with the project manager and superintendent to support the completion of tasks.
Assisted with price change orders, track requests for information, review, and coordinate shop, drawing approvals, and coordinating information provided and requested by sub-traders and suppliers.
Participated in weekly subcontracting meetings and tracking progress.
Assisted in the updating and maintaining the project's weekly master schedule and ensuring that the Superintendent's forecasts are aligned.
Monitor performance metrics and planned subcontractors versus actual ones in a graph.
Provide support in setting up a billing schedule with the customer and perform invoicing.

**Project Manager/ Supply manager
Development "Samolet"**

March/2021 - May/2022

Directed and performed project's procurement activities to maintain continuity of material and equipment flows according to the construction phases.
Identification and elimination of reasons regarding deviations from the schedule.
Maintained relationships with subcontractors, designers and suppliers to ensure supply meets task requirements without sacrificing build quality, workplace safety.
Performed analysis and optimization of processes, pricing for purchased materials and services.
Coordinated logistics of deliveries from vendors to warehouse to job sites.

**Purchasing Manager
Contractor "Scant"**

January/2015 - January /2021

Developed and analyzed incoming requests for materials and equipment for construction projects.
Organized supply chains of materials, solving diverse problems involving numerous sources, logistics and scheduling factors.
Sourced vendors, built relationships and negotiated prices.
Generated reports, documents and analysis for senior management review and approval.

**Completion Engineer HVAC, water, and wastewater systems
Contractor "Paritet"**

February/2012 - April/2014

Processed purchase requests of materials and equipment from design groups and contractors.
Searched for vendors, prepared, and processed quotes.
Analysis and optimization of deliveries.
Procurement and accounting of materials in warehouse and job sides.

EDUCATION

**Master's Degree Mechanical Engineer HVAC
Kharkiv University of Construction & Architecture - Kharkiv, Ukraine**

March/2003