



KELVIN O. KODU

289 834 8455 | kelvinkodu@gmail.com | Hamilton, ON L8L 5A1

TOP SKILLS

- Project management
- Construction
- AutoCAD
- Client relations
- Surveying
- Microsoft Office Suite

PROFESSIONAL EXPERIENCE

RONA

Project Sales Coordinator | February 2024 – Present

- Build and develop professional relationships with customers
- Liaison between customers and installers
- Work with installers to provide customer quotes
- Guide customers through their project
- Perform administrative duties and reports

DAYSTAR HOMES AND CONSTRUCTION INC.

Project Supervisor | July 2021 – January 2024

- Plan, Interpret and develop client building project ideas.
- Manage budgets.
- Manages multidisciplinary teams and evaluate performance.
- Set deadlines and monitor project progress against time and budget constraints.
- Diagnose and troubleshoot issues.

PENTONVILLE LUXURY PROPERTY LIMITED

Project Manager | January 2019 – June 2021

- Plan and develop client building project ideas.
- Create and manage budgets.
- Manages multidisciplinary teams and evaluate performance.
- Set deadlines and monitor project progress against time and budget constraints.
- Diagnose and troubleshoot issues.

EDUCATION

BOWEN UNIVERSITY

BSc. Business Administration
October 2006 – November 2010

MOHAWK COLLEGE

Diploma – Civil Engineering Technician
September 2022 – April 2024