

JOSHUA DAVID LALONDE
2225 Belmont Avenue
Victoria, BC V8R 3Z9
joshuad.lalonde@gmail.com
(250) 818-7033

CAREER PROFILE

A Senior Project Management Professional (PMP) with over 15 years of experience. Highlights of qualifications include:

- 10 years of experience managing contracts
- 10 years of experience leading major projects
- 10 years of experience in risk management
- 15 years of creating and managing budgets

CONTRACT MANAGEMENT

- Developing, reviewing, and amending policies and procedures pertaining to the contracting and the bidding process.
- Promoting compliance by advising management on actions required to comport with government regulations.
- Conducting research and collaborating with subject matter expertise to develop strategies.
- Consulting senior stakeholders and government bodies on contracts and procurement in a risk-based environment.
- Assessing contracts for potential liability and offering suggestions for remediation and risk management.
- Maintaining contractual records and documentation such as a receipt, contract correspondence, customer contact information, contractual changes, status reports and other documents for all projects.
- Administering the pre-qualification process and short-lists bidders.
- Supervising preparation of the tender document.
- Providing liaison between the end user, tender committee, and the bidders.

PROJECT MANAGEMENT SKILLS

- Creating and maintaining budgets using Project Management Institute (PMI) best practices, such as work break down structures (WBS), cost analysis, and procurement strategies.
- Facilitating and leading RFP/bid and tender invitations, the creation of bid selection criteria, bid analysis, awarding contracts to sub-trade/vendors/consultants and managing executed contracts until closed.
- Tracking project opportunities and threats through a project risk log where risks are given an impact score, assigned an owner and project team to evaluate strategies and workarounds on a weekly basis.
- Experienced user of PM Software (Microsoft Project, Jonas, Co-Construct, Bluebeam, AutoCad, Excel)

COMMUNICATION SKILLS

- Create and implement communication/stakeholder logs where stakeholder communication requirements are assessed, implemented and monitored.
- Set and monitor communication protocols for multiple teams working with or independent of each other.
- Implement the delivery of weekly status reports that clearly communicate project baselines to senior stakeholders.

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SUPERVISORY SKILLS

- Leading multi-disciplinary teams of over 100 staff throughout all phases of a project life-cycle.
- Managing Human Resources (HR) items including hiring, performance management, and conflict resolution.
- Advocating business culture, goals and strongly encouraging employees growth through appropriate education and training.

EMPLOYMENT HISTORY

Banyan Group - Victoria, British Columbia
Senior Project Manager
December 2018 - April 2019

Aryze Developments - Victoria, British Columbia
Senior Project Manager
February 2016 - December 2017

Brown Bag Living - Christ Church, Barbados
Director of Operations
March 2015 - Present

Planit Green Construction Inc. (PGC) - Toronto, Ontario
Program Manager
June 2009 - June 2015

Innovative Home Design (IHD) - Penetanguishene, Ontario
Lead Carpenter
October 2001 - June 2009

RECENT PROJECTS

Senior Project Manager: Customs House, Victoria, BC - 2019
Budget: \$100,000,000+

Senior Project Manager: Tofino Resort and Marina, Tofino BC - 2017
Budget: \$40,000,000+

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RECENT PROJECT CONTD.

Senior Project Manager: Alder Street Multifamily Development, Victoria BC - 2018
Budget: \$10,000,000+

Senior Project Manager: Shelbourne Multifamily Development, Victoria BC - 2018
Budget: \$5,000,000+

Senior Project Manager: Fairfield Gonzales Community Centre, Victoria BC - 2018

EDUCATION

Masters Certificate Project Management, Schulich School of Business
2018 - University of Victoria

General Carpentry Diploma, Red Seal Program
2005 - Georgian College, Ontario

PROFESSIONAL CERTIFICATIONS

2017 - Certified Project Management Professional PMP* Number 2242440
2006 - Red Seal certified Journeyman Carpenter
2017 - OFA Level 1 First Aid

PROFESSIONAL ASSOCIATIONS

Member of Project Management Institute - Vancouver Island Chapter
Member of the International Association for Contract and Commercial Management (IACCM)

REFERENCES CAN BE PROVIDED UPON REQUEST