



# Geety Zafar

## Project Coordinator

Detail-oriented Project Coordinator with experience managing multi-stakeholder industrial and infrastructure projects across mining, academic, and building materials sectors. Skilled in coordinating technical teams, monitoring project schedules, managing change documentation, and ensuring quality control of deliverables. Experienced in working with engineers, fabricators, and production teams to meet strict timelines and standards. Strong ability to assess project risks, communicate across departments, and maintain operational efficiency in fast-paced environments.

## Contact

### Phone

6046530356

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### Address

5069 Inman Ave, burnaby BC

## Education

2015- 2018

**Bachelor of Business Management**

Balk University

2023 - 2025

**Master of Applied Science in mining engineering**

University of British Columbia

## TECHNICAL SKILLS

- Stakeholder Communication & Coordination
- Industrial & Structural Project Exposure
- Microsoft Project, Excel, SharePoint
- Familiarity with construction and industrial safety standards
- Risk Assessment & Mitigation
- Understanding of fabrication workflows and production coordination

## Language

English,

Persian

Russian

## Experience

### February 2024 – August 2024

Teck Resources Limited – Vancouver, BC

#### Project Coordinator (Contract)

- Coordinated mining and industrial infrastructure projects from planning through execution phases. Collaborated with engineers, site supervisors, contractors, and procurement teams to align project scope and timelines.
- Developed and monitored detailed project schedules to ensure milestones and production targets were met. Identified project risks and escalated issues to senior management with mitigation strategies. Managed change documentation and ensured updates were communicated to relevant stakeholders.
- Assisted with technical documentation review, drawings, and compliance with industry and safety standards. Tracked progress metrics and prepared weekly project status reports for senior leadership.

### October 2024 – July 2025

University of British Columbia (UBC) Library – Vancouver, BC

#### Project Coordinator (Contract)

- Coordinated cross-departmental projects involving facilities upgrades, digital infrastructure improvements, and operational workflow enhancements and worked closely with IT teams, facilities management, contractors, and administrative leadership to ensure timely execution of project deliverables.
- Assisted in developing project plans, scope documents, and scheduling timelines and monitored project budgets, tracked expenditures, and supported procurement processes. And managed documentation, meeting minutes, and progress reporting to stakeholders. Identified operational risks and recommended efficiency improvements. Ensured compliance with institutional policies, safety standards, and technical specifications.

### September 2025 – January 2026

Taiga Building Products – Burnaby, BC

#### Project Coordinator (Contract)

- Coordinated projects within the Flooring and Lumber departments, ensuring smooth communication between suppliers, warehouse teams, and sales divisions.
- Assisted in managing product supply timelines and resolving logistical challenges impacting delivery schedules and collaborated with technical and fabrication teams to align product specifications with client requirements.
- Monitored inventory levels and production schedules to support project commitments and managed documentation related to order changes, pricing adjustments, and supplier coordination.
- Identified process improvement opportunities to enhance operational efficiency and provided project status updates to department managers and external partners.

## Reference

**Dr. Maria Holuszko, P.Eng,**

Associate Professor, UBC

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**Tim Barry**

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