

MONYEEN SAMSON



Gold Coast, QLD



monyeenrs@gmail.com



+61 411787583



www.linkedin.com/in/monyeen-samson-ba098a99

summary

I worked in architectural firms from 2007 with experience in planning and design, detail drawings and coordination works with consultants, clients and builders. During the construction phase, I mostly spent time at project sites coordinating with builders, clients and other stakeholders, managing all drawing specifications to ensure it is all within specs and timeline. In 2018, I joined the project management team with Becton Dickinson managing the installation works of the automated dispensing machine from project initiation to completion. I'm a resilient person committed to team success. Skilled in communication, problem-solving, and fostering collaboration, dedication, and a results-driven mindset.

highlights

- Managed the installations of 60++ robotic machines during the covid pandemic
- Attended training in Brisbane for Health and Safety Representative
- Capable in AutoCAD software both in 2D and 3D, and in Revit
- Managed site works ensuring all installations and specs are within the contract
- Knowledgeable in CRM (Microsoft Dynamics 365)
- Lead communications between the internal team, customers and other project stakeholders

work experience

Jun 2018 to Jan 2024

Project Manager at Becton Dickinson, Australia

- Manages customer expectations from Sales Handover throughout the installation process and its completion. Conducts site visits to document and ensure the site conditions are within the site requirement and to determine of any site restrictions
- Manages meetings with the customers, shopfitters, other stakeholders, internal team (including installers and technicians) to ensure everyone is aligned with the requirements and expectations.
- Works with builders and shopfitters, including electricians, AV specialist, IT Team
- Documents all project communications from start to finish
- Utilizes Customer Relations Management (CRM - Microsoft 365 Dynamics) tool to adhere with the process and record timelines
- Utilizes AutoCAD for detailed technical drawings (both in 2D and 3D) to be issued to the customer, shopfitter and all stakeholders involved.
- Discussion with the Sales team in regards with specifications and customer expectations.
- Coordinates with the warehouse and logistics team in regards with inventory parts, machine storage and transport to customer sites. Manages inventory machine and spare parts.
- Solved on-site issues to ensure the project is within its timeline and budget
- Coordinates with the installers and technicians to ensure the team is aligned with machine specs and expectations on site
- Experience in customer facing environment

|| **Project:** Installations of Automated Dispensing machine for Pharmacy.

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work experience

Jan 2015 to Mar 2018

● Associate | Project Coordinator at DP Architects Pte. Ltd., Singapore

- Coordinates and works closely with the client, contractor and project consultants to manage the site progress and site issues
 - Review the shop drawings and material submissions from the Contractor for comments and approval
 - Attends weekly meetings and working session with the client, contractor and other project consultants
 - Manages the production of construction drawings for official submission using AutoCAD and Microstation
 - Responsible for the documentation of the work progress
 - Presents design proposals to the client
- || **Project:** Singapore Metro Train Stations

May 2012 to Oct 2014

● Architectural Assistant at CH2M Hill Pte. Ltd., Singapore

- Manages the production of construction drawings for official submission using Revit
 - Review the shop drawing and material submission from the Contractor
 - Attends weekly meetings and working session with the client, contractor and other project consultants
 - Manages and coordinates the site progress and site issues with the project team
 - Responsible for the documentation of the work progress
 - Presents design proposals to the client
 - Prepare site observation reports and attend punch walk inspection
- || **Project:** Microsoft Data Centre

Apr 2010 to May 2012

● Architectural Associate at R Architects LLP, Singapore

- Assist the Architect in planning and design
 - Prepares presentation drawings for the clients
 - Liaise with other consultants for the production of detailed drawings using AutoCAD
 - Assist in the preparation of material and color selection
- || **Project:** Office Tower, Apartment Buildings

Sept 2007 to Feb 2010

● Architectural Associate at TVA&P Cebu, Philippines

education

Bachelor of Science in Architecture, University of San Carlos, Cebu
Year 2006

skills

Project Management
AutoCAD
Adobe Photoshop
Microstation

Revit Architecture
Microsoft Office
Microsoft Dynamics 365

Smartsheet
Sketchup

interests

Badminton | Jogging | Travel | Photography | Swimming | Dragonboat | Pickleball
| Tennis | Outdoors, Hiking and Camping

references

Available upon request