

MICHAEL CHI

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Summary

Results-driven Project Manager with a proven track record of unparalleled productivity and efficiency in task completion. Experienced in both government and private sector projects, Michael possesses a comprehensive understanding of delivering diverse infrastructure projects from initial consultant procurement through to handover.

Known for excelling in project scheduling, risk management, and stakeholder communication, Michael ensures projects progress smoothly and achieve all milestones. Leveraging strong leadership, problem-solving, and teamwork skills, Michael thrives in collaborative environments and consistently delivers successful project outcomes.

Michael is looking to advance his project management career by transitioning into the government sector, drawn by opportunities for significant professional growth and the chance to contribute to impactful initiatives within a collaborative and mission-driven setting.

Skills

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|---|---|
| ▪ Project Development | ▪ Risk Management |
| ▪ Program Scheduling | ▪ Construction Administration |
| ▪ Contract Administration (GC21, AS4902, D&C) | ▪ Client Relationships |
| ▪ Stakeholder Management | ▪ Project Reporting |
| ▪ Purchasing and procurement | ▪ PM Software (Aconex, Procore, T-Reign, Microsoft Project) |

Experience

Sensum | Project Manager

Sydney NSW | 08/2023 – 04/2025 // 05/2026 - Current

Key Projects:

- **Aboriginal Housing Office community housing projects**
- **St Michael's Catholic Primary School (\$40m)**
- **Metro Community Housing (\$4m)**
- **Freeman Catholic College (\$10m)**
- **KOSS1000 (Victoria School Building Authority) (\$100m+)**

Key responsibilities and achievements:

- Ensured client satisfaction through consistent communication, delivering the project on time and under budget.

- Navigated a complex live school environment to deliver the best outcome and least disruption to clients.
- Actively participated in weekly project reviews with client and PM team to discuss progress updates, challenges faced, potential solutions, and future plans.
- Developed and maintained project documentation for reliable records. Curated list of handover and OC documents for transmittal.
- Enabled accurate project tracking by maintaining up-to-date schedules, status reports, and budgets in Procore, Microsoft Project and other management software.

Platino Properties | Assistant Project Manager Sydney NSW | 04/2025 – 04/2026

Key Projects:

- **Pagewood Place (29 Unit Seniors Living Apartment)**
- **Cammeray Village (11 Unit Luxury Apartment)**

Key responsibilities and achievements:

- Managed the end-to-end Construction Certificate approval process, effectively coordinating and liaising with consultants and certifier to achieve timely project progress.
- Fostered strong stakeholder relationships through encouraging collaboration and communication across all project stakeholders, including architects, consultants, builder and clients.
- Oversaw various contract administration tasks, including the assessment and approval of progress claims, variations, and EOTs to facilitate project progress.
- Played a key role in various project phases, attending design reviews, site safety audits, quantity surveyor assessments, and PCG meetings to offer expert advice, contribute insights, and accurately document critical discussions for action planning.

MBB Group | Grad/Assistant PM

Sydney NSW | 02/2022 – 08/2023

Key Projects:

- **Cronulla High School (\$42m)**
- **Cecil Hills High School (\$88m)**
- **Canterbury Boys High School (\$10m)**
- **North South Corridor (T2D) (\$15B)**

Key responsibilities and achievements:

- Managed subcontractor relationships through challenging situations, such as asbestos finds and other adverse site conditions.
- Supported senior managers and department leaders by proactively planning ahead and identifying risks to ensure smooth delivery of complicated events such as staged demountable removals and classroom relocations.

- Led team meetings including PCG, TSG and PMGs to assess project progress and plan appropriately to meet delivery targets.
- Played a key role in resolving conflicts between stakeholders and contractors that could potentially delay projects or increase costs

Education

UNSW | 2021

Bachelor of Engineering (Environmental)

Distinction Average

Newington College | 2017

High School Diploma (HSC)

ATAR 97.10

Certifications

- Engineers Australia accredited Environmental Engineer
- IELTS score 8.5
- White Card
- Working with Children Check
- Australian Citizen

References

- References available upon request