

From: nancysharron@lowerchurchillproject.ca
To: colleensutton@lowerchurchillproject.ca
Cc: faustinacornick@lowerchurchillproject.ca
Subject: Fw: Contract Administrator CV's
Date: Monday, February 24, 2014 3:27:32 PM
Attachments: [.png](#)
[.png](#)
[.png](#)
[A_Hart_2014.pdf](#)
[H_Geres_2014_Nalcor.pdf](#)
[ATTG2CX.pdf](#)

Hi Colleen,

As per Ron Power's request below, I will need to arrange a flight for Hicham Geres for Wednesday, March 5. Would you be able to help in facilitating the Travel Request?

The candidate details are below:

Full Name (as it appears on his passport): Hicham Geres

Address: [REDACTED]

Phone: [REDACTED]

Aeroplan: None specified

Purpose: Interview

Component: 1

Dates: Fly in - Wednesday, March 5 (morning)

Fly out - Wednesday, March 5 (evening)

* No seat preference indicated



H_Geres_2014_Nalcor.pdf

(his name is spelt with an "s" on his resume, however the correct spelling is with a "c" as it reads above)

Thank you Colleen!

Nancy

Nancy Sharron

Recruitment Specialist

PROJECT DELIVERY TEAM

Lower Churchill Project

t. 709.733.5224

e. NancySharron@lowerchurchillproject.ca

w. muskratfalls.nalcorenergy.com

You owe it to yourself, and your family, to make it home safely every day. What have you done today so that nobody gets hurt?

----- Forwarded by Nancy Sharron/NLHydro on 02/24/2014 03:11 PM -----

From: Faustina Cornick/NLHydro
To: Jenny Gulliver/NLHydro, Nancy Sharron/NLHydro,
Date: 02/13/2014 09:58 AM
Subject: Fwd: Contract Administrator CV's

See below. Can you organize. Tks

Sent from my iPad

Begin forwarded message:

From: "Pat Hussey" <PatHussey@lowerchurchillproject.ca>
Date: February 13, 2014 at 8:58:51 AM NST
To: "Faustina Cornick" <FaustinaCornick@lowerchurchillproject.ca>
Cc: "Jason Kean" <JasonKean@lowerchurchillproject.ca>, "Lance Clarke" <LanceClarke@lowerchurchillproject.ca>, "Scott O'Brien" <ScottOBrien@lowerchurchillproject.ca>, "Ron Power" <RonPower@lowerchurchillproject.ca>
Subject: Re: Fw: Contract Administrator CV's

Faustina

We would like to interview Hisham Geres for a role of senior contract administrator supporting C1 site team. Can you pls arrange for him to travel to St. John's the week of 3rd March. His resume is attached below.

Pat Hussey
Supply Chain Manager
PROJECT DELIVERY TEAM
Lower Churchill Project
t. **709 737-1493**
e. PatHussey@lowerchurchillproject.ca
w. muskratfalls.nalcorenergy.com

Ron Power---01/28/2014 02:57:59 PM---fyi - I will be arranging interviews with these candidates

From: Ron Power/NLHydro
To: Jason Kean/NLHydro@NLHydro, Lance Clarke/NLHydro@NLHydro, Pat Hussey/NLHydro@NLHydro, Darren Debourke/NLHydro@NLHYDRO, Scott O'Brien/NLHydro@NLHYDRO, Faustina Cornick/NLHydro@NLHYDRO,
Date: 01/28/2014 02:57 PM
Subject: Fw: Contract Administrator CV's

fyi - I will be arranging interviews with these candidates

(See attached file: A_Hart_2014.pdf)(See attached file: H_Geres_2014_Nalcor.pdf)

----- Forwarded by Ron Power/NLHydro on 01/28/2014 02:56 PM -----

From: Ed Bush <ebush@pmx.ca>
To: "RonPower@lowerchurchillproject.ca" <RonPower@lowerchurchillproject.ca>,
Date: 01/28/2014 08:50 AM
Subject: Contract Administrator CV's

Ron;

Please find the attached resumes for potential contract administration candidates.

- 1) Hicham Geres – Hicham is a Senior Contract Administrator with 30+ years' experience in heavy civil, mining and nuclear. He has been working with PMX since 2011 and is currently working with us on the Baffinland Iron Mine project in Nunavut. He has solid experience in contract administration and has a lot of experience on remote projects. He would be a good fit with Mel and Alphonsus at the site.
- 2) April Hart – April is a Contract Administrator with 13+ years' experience. I have known her since 2007 when she worked on the Sunnybrook Hospital project as the Contract Administrator with the Architect. She experienced in all areas of contract administration and she would be an asset in a support role to some of the major civil packages or a lead role in some of the service packages. April is available immediately.

Please let me know if there is interest in meeting any of these candidates.

Ed

Ed Bush, MBA, P.Eng., PMP
Principal
PMX Inc.

Ph : (416) 222-7691 ext. 231
Fx : (416) 222-0485
Cell: (416) 577-9769

ebush@pmx.ca
www.pmx.ca

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A_Hart_2014.pdf



H_Geres_2014_Nalcor.pdf



APRIL HART

Contract Administrator

April Hart is a Contract Administrator with over 13 years' progressive experience in the contract administration, project management, and commissioning.

April is experienced in the practice of project management with knowledge and skill in the application of a variety of functions including project administration, scope, cost and schedule management, procurement, project compliance, commissioning, project reporting and stakeholder management.

April has extensive experience in the management and delivery of large, complex and time sensitive projects gained from successful delivery of several major projects in the healthcare and manufacturing sectors.

Relevant Project Experience

WaterGroup Companies Inc., Cambridge, ON

- **Project Green, Calgary AB, Cambridge, ON and Regina, SK.**
Project Manager responsible for development, maintaining and managing a comprehensive project schedule for all activities associated with consolidation of WaterGroup's Canadian and US manufacturing and distribution operations located in Libertyville, IL, Cambridge, ON, Calgary, AB and Regina SK. The project included shutdown and decommissioning of a large production facility in Regina, SK and transfer of production and distribution operations to new and expanded facilities in Cambridge, ON, Libertyville, IL and Calgary AB. Execution of this time sensitive strategic project required extensive planning and communication across all areas functional areas of the organization as well as with key component suppliers.
- **Water Treatment Skid Projects, Calgary, AB**
Project Manager responsible for coordination of completion and coordination of vendor installation activities associated with modular water treatment skids for Devon Energy and Manitoba Hydro.

Kingston General Hospital, Kingston, ON*

- **Kingston General Hospital Redevelopment Project, Kingston, ON**
Construction Administration Project Manager responsible for project monitoring, compliance, and construction administration of the Kingston General Hospital Redevelopment Project. The redevelopment project consisted of 170,000 SF of new space and over 140,000 SF of renovations and was valued at \$150M. Responsible for all aspect of construction phase project management including document management, requests for information, supplemental instructions, contemplated change orders, change order review, payment certification, quality management, coordination of Owner requirements as well as meetings with Owner, contractor and other project stakeholders. The project was implemented as Build-Finance project as part of Infrastructure Ontario Alternative Finance and Procurement (AFP) program.

Sunnybrook Health Sciences Centre, Toronto, ON*

- **M-Wing Expansion & Women and Babies Fit-up, Toronto, ON**
Construction Administration Project Manager responsible for project monitoring, compliance, and construction administration of the Sunnybrook Health Sciences M-Wing Expansion, Women and Babies Fit-up Project. Valued at approximately \$200M, the project consisted of a 4 floor vertical expansion of approximately 300,000 SF and fit-up of 120,000 SF located on the lower 2 floors for the Women and Babies Program. Responsible for all aspect of construction phase project management including document management, requests for information, supplemental instructions, contemplated change orders, change order review, payment certification, quality management, coordination of Owner requirements as well as meetings with Owner, contractor and other project stakeholders. The project was delivered on time and under budget and was implemented as Build-Finance project as part of Infrastructure Ontario Alternative Finance and Procurement (AFP) program.

* Denotes projects undertaken for other firms



APRIL HART

Contract Administrator

Education

Construction Estimating & Project Management (Honors), Sheridan College Oakville ON , 2002

Continuing Education

Contracts & Claims Avoidance

Principles of Supervision

Construction Safety

WHMIS

Employment History

2012 – Present PMX Inc., Toronto

2007 – 2012 HDR / G+G Partnership Architects, Toronto

2002 – 2007 H&R Construction Management Ltd., Toronto

1999 – 2002 Margell Mechanical Contractors Ltd., Toronto

Mount Sinai Hospital, Toronto, ON*

- **Mount Sinai Redevelopment and Expansion Project, Toronto ON**
Construction Administration Project Manager responsible for project monitoring, compliance, and construction administration of the Mount Sinai Hospital Expansion. Valued at \$50M the project included a 6 story vertical expansion adding an additional 130,000 SF to the existing facility to accommodate the construction of the Frances Bloomberg Centre for Women’s and Infants’ Health. Responsible for all aspect of construction phase project management including document management, requests for information, supplemental instructions, contemplated change orders, change order review, payment certification, quality management, coordination of Owner requirements as well as meetings with Owner, contractor and other project stakeholders.

Apotex Inc., Toronto, ON*

- **Various Projects, Toronto, ON**
Senior Project Coordinator responsible for development and maintaining documentation for commissioning of mechanical and electrical systems for capital projects performed at Apotex and TorPharm facilities located in Toronto. Projects included base-building systems and utilities such as HVAC, boilers, chillers, steam and condensate, and electrical distribution. Specialized manufacturing and process work included systems for coating, formulation, packaging and quality control. Provided technical support to the mechanical and electrical departments.

Cosmopolitan Hotel, Toronto, ON*

- **Cosmopolitan Hotel Renovations, Toronto, ON**
Senior Project Coordinator responsible for coordinating and maintaining cost control for the Cosmopolitan Hotel renovations valued at \$15 Million. Managed and facilitated project schedules and weekly meetings with various stakeholders. Organized and maintained project documentation, including revising and coding trade invoices, issuing LOA’s, managing purchase / change orders, scopes of work, meetings of minutes, tendering and shop drawings. Responsible for overseeing support staff, equipment and supplies and development marketing strategies while working directly with the VP and GM.

Trafalgar Ridge Plaza, Oakville, ON*

- **Trafalgar Ridge Plaza Renovations, Oakville, ON**
Senior Project Coordinator responsible cost and project control. Duties include schedule review and running core weekly meetings to ensure consistency and alignment across all operational functions of the project with stakeholders. Managed support staff while working directly with the VP and GM. Additional responsibilities include project procurement, tendering, and document control.

Humberland Shopping Plaza, Oakville, ON*

- **Humberland Shopping Plaza Renovations, Oakville, ON**
Senior Project Coordinator working directly with VP and GM. Responsible for project and cost control including reviewing and coding trade invoices, procurement and tender analysis. Attending key meetings regarding schedule and project scope and issuing minutes of meetings.

* Denotes projects undertaken for other firms



HISHAM GERES, P. Eng., PMP

Senior Contract Administrator

Hisham is a Professional Engineer and a seasoned Senior Contract Administrator with over 30 years' experience in the fields of construction and management of heavy civil and industrial projects.

He has proven and extensive experience gained through working in a diverse range of successful construction projects undertaken in a multidisciplinary engineering environment.

Hisham has comprehensive experience in all aspects of procurement, contract management and project administration including preparation of tender documents, evaluation of design and construction proposals, contracts administration, planning, scheduling, budgeting and financial management.

He is a licensed Professional Engineer in the Province of Ontario and a certified Project Management Professional (PMP). He is a bilingual speaking both English and French.

Relevant Project Experience

Baffinland Iron Mines Corporation, Oakville, ON

- **Mary River Project, NT**

Senior Contract Administrator for a new \$740 million remote iron ore mine development located 1,000 North West of Iqaluit on Baffin Island. Based at the corporate office and at the remote work site, responsibilities included managing the procurement of heavy equipment and long-lead materials required to be transported to site via sea, finalization of construction contracts including the scope of work and negotiation of special terms and conditions, field contract administration of construction changes, reporting on contract performance status and forecasting, and reviewing and approving invoicing for work performed in the field.

OSISKO Mining Ltd., Montreal, QC

- **Upper Beaver Advanced Exploration Project, Dobie, ON***

Project Control and Contract Lead responsible for managing the procurement of long lead items, preparing RFQ packages, scope of supply and identify qualified Vendor for surface facilities, hydro lines and shaft. Developed bidding packages, defining scope of work, drafting construction contracts and assessment of terms & conditions. Prepared project plan, WBS, budget and assigned activities codes. Implementing cost control system to manage budget and monthly invoicing. Responsible of the schedule update and forecast reporting. Negotiated changes and addition to contract with contractors and suppliers. Implemented a document control system for reviewing technical documents and communication with supplier and designer.

Hudson Bay Mining and Smelting, Co. Limited, Flin Flon, MB

- **Lalor Mine Project, Snow Lake, MB**

Project Manager providing project management support in the areas of project control and contract administration for a \$700 million underground zinc mine and mill development project . Managed the project reporting process for different packages including services and construction contracts. Monitoring and analysis of project schedule and working with the construction manager to develop corrective actions to maintain the project base line. Administered contracts, negotiated changes, claims and technical proposals with contractors and approved payment certificates. Handled correspondence with various parties to the contracts, assess performance and productivity.

Atomic Energy Canada Limited (AECL), Mississauga, ON

- **Section Head – Reactor Engineering, Mississauga, ON***

Managed a multidisciplinary team responsible for the design, procurement and commissioning of reactivity mechanisms. Responsible for project work plan, schedule and budget, and allocation of resources. Planned and executed procurement activities for reactor components. Responsible for management of project scope including mitigation of scope creep and the preparation of contract change order requests. Managed project communications, reporting and documentation of lessons learned.

* Denotes projects undertaken for other firms



HISHAM GERES, P. Eng., PMP

Senior Contract Administrator

Education

Bachelor of Science, Civil Engineering -
Cairo University, 1982

Construction Project Management
Certificate – ASCE

Alternate Dispute Resolution Institute of
Ontario ADR - Arbitration

Professional Associations

Project Management Professional (PMP),
Project Management Institute

Member, Project Management Institute
(PMI)

Member of Professional Engineers
Ontario PEO, P. Eng.

Employment History

2011 - Present	PMX Inc., Toronto, ON
2012 – 2013	OSISKO Mining Inc., Montreal, QC
2006 – 2011	AECL, Mississauga, ON
2005 – 2006	AMEC Americas Ltd., Oakville, ON
2002 – 2005	Intra-Urban Management Inc. Toronto, ON
1989 – 2002	Harex Construction, Egypt
1986 – 1989	CFEM (France), Egypt
1982 – 1986	EMCC (France), Egypt

- **Waste Management Facility – Wolsong, Korea***

Section Head, Civil & Mechanical responsible for design management of a Waste Storage Facility for the Wolsong 1 project. Managed design of concrete structure and coordinated the design of the waste handling equipment including preparation of technical specifications, design requirements, integration of lessons learned and preparation of the engineering quotation request package. Interacted with local manufacturer to coordinate fabrication of the equipment and review manufacturing documents and procedures.

- **Bruce A Generating Station, Bruce County, ON***

Resident Engineer assigned to the refurbishment of Bruce A - Power Station, Units 1 & 2. Responsible for the Annulus Gas System removal and installation activities in the reactor face, including resources planning and procurement. Provided support to the design team in information retrieval and mapping of existing systems.

AMEC Americas Limited, Oakville, ON

- **Raglan Mine, QC***

Contract Administrator responsible for review and administration of changes to contracts including specifications, terms and conditions and statement of work for an optimization project at Raglan Mine. Negotiated changes, claims and technical proposals with contractors. Approved payment certificates and handling correspondence with various parties to the contracts. Developed monthly forecast for changes and additions to contracts. Controlled formal communication, delivery of documentations and deviations to the contract using the organization configuration management system. Responsible for administrative and contract closeout of the project.

Intra-Urban Management Inc., Toronto, ON

- **Various Building Restoration & Renovation Projects, Toronto, ON***

Project Coordinator and Site Superintendent responsible for field work activities and administration for the site team. Activities included planning and development integrated schedule for trades and contractors, management of trade contracts, site inspection and quality control, field communication management and enforcement of construction site safety regulations.

Harex Construction, Egypt*

- Project Manager and Construction Manager responsible for engineering works and direction of on-site activities for heavy civil, commercial, industrial, municipal and concrete restoration projects. Tasks included management of staff and contractors, preparation of proposals for commercial, industrial and infrastructure construction projects, development of schedule and cost baseline. Reported on overall project performance to management including final account and business evaluation. Managed contracts and scope throughout project life cycle, analyzed and approved deviations, and negotiated field changes. Planned and acquired project resources and coached and mentored team to develop leadership and interpersonal skills. Identified and assessed project sub-contractor and supplier qualifications to ensure project requirements and mitigate risk.

CFEM (France), Egypt*

- Assistant Construction Manager responsible for direction and planning of site activities for 9 steel bridge construction projects. Responsibilities included development of the schedule and secure achievement of project milestones, preparation of change orders, review of submittals to ensure compliance with

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HISHAM GERES, P. Eng., PMP

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contract conditions, preparation of construction progress reports and maintaining project records.

EMCC (France), Egypt*

- Project Engineer assigned to heavy civil projects encompassing tunneling, dewatering, soil stabilization and piling, including the Cairo Metro Subway. Managed operation of five drilling machines and eight injection stations working 24/7 and planned resources of 65 technicians and labour. Responsibilities included supervision of local and foreign purchasing and materials planning, development of technical specifications, production of shop drawings and work plans, construction methods and coordination of site activities to minimize problems and conflicts.

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