

Mustafa Bahce, Project Manager

New York City, United States, 201-654-5812, bahcemustafa@yandex.com

LINKS

[Design Portfolio](#)

PROFILE

Experienced Project Manager adept at planning, directing and maintaining continuous operations in various phases of Construction and Design. Applying creative and analytical approach to operations for continuous design improvement. Skilled at identifying or anticipating problems and providing solutions. Attentive to detail with experience in coordinating projects and programs. Ambitious team player with strong organizational skills. Ability to handle multiple projects simultaneously with a high degree of quality and accuracy. Professional licensure in progress.

EMPLOYMENT HISTORY

Nov 2021 — Present

Project Manager, PJCArchitecture

New York City

- Led weekly meetings to ensure tasks were completed on time and communicated changes to stakeholders
- Created graphic renderings and models using Revit and Enscape for design meetings with clients and contractors.
- Performed complex architectural and design assignments, applying innovative architectural design concepts and advanced professional knowledge.
- Researched materials to determine appropriate selection for projects.
- Reviewed contractor proposals to determine favorable partnerships for on-time and under-budget project completion.
- Completed comprehensive code compliance evaluations to scrutinize projects against established architectural criteria.
- Logged and responded payment applications, RFI's and Submittals from vendors to optimize bidding and construction process.

Jun 2021 — Nov 2021

Project Manager, IMC Architecture

Brooklyn

- Analyzed building codes, space and site requirements and other technical documents and reports to determine effect on architectural designs.
- Filed construction permits to receive approval from local municipalities.
- Coordinated project meetings and confirmed relevant stakeholder awareness of tasks, goals and project timelines.
- Collaborated with external vendors to ensure successful integration of third-party solutions in residential and commercial projects.

Jun 2016 — Jul 2018

Architectural Intern, DMR Architects

Hackensack, NJ

- Utilized computer program AutoCAD and prepared design plans.
 - Interacted with customers by phone, email, or in-person to provide information.
 - Completed accurate site measurements and integrated them into design software to create base files for the design team.
 - Received, logged and processed RFI's received from contractors on field to ensure clear communication between the design team using construction administration software Procore.
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EDUCATION

Sep 2015 — May 2020

Bachelor of Architecture, New Jersey Institute of Technology

Newark, NJ

- Dean's List, 2016-2020
 - 3.4 GPA
 - Study Abroad: University of Innsbruck, AUSTRIA, 2019
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SKILLS

Revit

Microsoft Office

Rhinoceros 3D

V-Ray

AutoCAD

Adobe Creative Suite

Enscape

Communication Skills

Grasshopper

COURSES

Sep 2020 — Jan 2020

Building Information Modeling Course, New Jersey Institute of Technology

EXTRA-CURRICULAR ACTIVITIES

Jun 2011 — Jun 2015 Turkish National Ice Hockey Team , IIHF

Sep 2015 — Sep 2017 NJIT Ice Hockey Team, ACHA

HONORS AND AWARDS

2018 Published by "The Archiologist"
Featured Student Work

2017 — 2019 NJIT Design Showcase

2018 — 2019 College of Architecture and Design Super Jury

LANGUAGES

English

German

Turkish