



Ivan Metelkin | Senior Construction Project Manager

About

Senior Construction Project Manager with 8+ years delivering public, private, and commercial projects across the CIS region. Proven expertise managing end-to-end project lifecycle—from feasibility studies and budget development through fit-out and construction delivery—across multiple concurrent projects and locations.

Track record: 80+ projects ranging from private residential to large-scale public facilities with strong focus on functionality, design, and user experience. Skilled in contract negotiation, vendor management, financial control, and proactive risk management. Experience coordinating cross-functional teams (architects, interior designers, engineers, contractors, stakeholders).

Project management certified at master's level (EQF Level 6). Apply and teach PM methodologies—training both project teams and international professionals.

Education and Certifications

Systems Management School

- Master's Certificate in Systems Management | April 2024
- Advanced Certificate in Systems Management | December 2021

BIM Academy

BIM Fundamentals | 2018

St. Petersburg State University of Telecommunications

Engineer Master's Program: Communications Electronics Design | 2005

Software

MS Project | Google Workspace | AutoCAD | Revit | Jira+Confluence

Availability

Based in Yerevan, Armenia. Open to relocation and business travel across the EU.

Contacts

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Core Competencies

- Multi-site project coordination & schedule management
- Construction budget control & cost optimization
- Contractor & vendor management (bidding, contracts, supervision)
- MEP systems integration (electrical, low-voltage, HVAC)
- Regulatory compliance & quality assurance
- Cross-functional team coordination (architects, engineers, contractors)
- Office renovation & fit-out project delivery
- Workplace design coordination & interior planning

Languages

- English (Fluent)
- Russian (Native)
- Dutch (Beginner)

Professional Experience

Project Director | Barekamutyun Co. (Design, Construction & Property Development)

Yerevan, Armenia | December 2023 — October 2025

- Led full-cycle residential development project for remote IT professionals including space planning, equipment specification, construction oversight, team assembly, and project promotion
- Redesigned IT company office recreation space (gaming zone and café bar) including conceptual design, working documentation, and alignment with existing design standards
- Developed construction budgets and project schedules ensuring cost control and milestone delivery
- Sourced, tendered, and negotiated contracts with specialized vendors and consultants (MEP, electrical, structural, roofing, solar, UPS) applying value engineering for cost optimization
- Managed change orders assessing cost and time impact while maintaining budget discipline
- Supervised construction execution through weekly site inspections verifying compliance with technical specifications and building codes
- Prepared technical specifications for electrical distribution, structured cabling, and HVAC systems
- Developed construction supervision and quality control standards adopted by general contractor and investors
- Prepared O&M handover packages including as-built drawings, equipment manuals, and maintenance schedules

Achievements:

- Implemented supervision standards that improved contractor quality and compliance
- Successfully delivered projects within budget and schedule
- Project positioned for next investment round based on quality delivery

Ivan Metelkin | Senior Construction Project Manager | Professional Experience

Project Manager | Self-employed (Government-Funded Design & Development)

Russia | January 2021 — February 2022

- Led government-funded design documentation projects for urban renovation spanning multiple municipalities
- Coordinated multidisciplinary teams including architects, urban planners, civil engineers, and sociologists
- Conducted site visits for participatory design sessions with residents and future users, stakeholder coordination with local administrations, and creative team alignment
- Managed communication with government authorities ensuring timely approvals
- Prepared documentation packages meeting Russian GOST and federal compliance standards
- Managed document review cycles and approval processes with government agencies
- Optimized project timelines across multiple concurrent projects while maintaining quality standards

Achievements:

- Secured €1.8M in public funding through compliant documentation delivery

Sales and Project Manager | AFA Group (Landscape Architecture & Public Space Construction)

Moscow, Russia | October 2018 — December 2020

- Delivered and oversaw 50+ projects for public spaces, urban parks, and outdoor facilities including space design, greenfield construction, equipment and materials supply, and installation
- Led business development and client acquisition, prepared commercial proposals, and coordinated client requirements with design teams and equipment suppliers
- Managed project timelines, budgets, and quality standards across concurrent projects
- Supervised on-site work including earthworks, hardscape installation, infrastructure systems, and equipment assembly
- Prepared technical specifications and scope documents for outsourced construction teams
- Negotiated contracts with specialized vendors including German playground equipment manufacturer Richter Spielgeräte, coordinating installation projects, warranty management, and technical consulting
- Reviewed and approved change orders with detailed cost-impact analysis
- Coordinated multidisciplinary teams including architects, structural engineers, MEP consultants, and contractors
- Verified technical documentation identifying design conflicts before construction
- Managed integration of electrical systems, site lighting, and temporary power installations
- Ensured compliance with Russian GOST standards and international safety standards (TÜV/EN1176)
- Conducted on-site quality inspections and enforced adherence to specifications
- Prepared complete handover packages including O&M documentation, equipment manuals, maintenance schedules, and warranty information

Achievements:

- Managed €1.3M landscape architecture project that won Landezine International Award

Sales and Project Manager | MAF Market Co. (Construction products)

Moscow, Russia | July 2017 — October 2018

- Managed 20+ street furniture installation projects coordinating design, production, and on-site installation
- Led client acquisition and relationship management, prepared commercial proposals and technical specifications for public sector and B2B clients
- Supervised pilot sample production, testing, and validation ensuring quality standards
- Coordinated with European manufacturers (mmcity, Escofet, Magourban and others) on production schedules and quality compliance
- Negotiated supply agreements, monitored contractual compliance, and managed claims
- Prepared tender documentation for public sector projects
- Managed contract administration and logistics coordination ensuring on-time delivery

Sales and Interior Design Services | BoConcept (Interior design & Procurement)

Moscow, Russia | October 2016 — June 2017

- Managed 10+ interior fit-out projects (60-180m²) for residential clients
- Coordinated contractors, material deliveries, and furniture installations ensuring on-schedule completion
- Conducted site measurements and prepared technical documentation for project execution

Sales and Development Manager | Frishmann (Commercial Interior)

Moscow, Russia | February 2013 — March 2014

- Assisted design topology standards for national fast-food chain rebranding (190 locations to date)
- Prepared procurement catalogs and specifications for client's purchasing department
- Managed commercial interior projects for premium retail segment clients
- Sourced suppliers and negotiated contracts for custom furniture and interior features
- Prepared proposals and tender documentation for corporate clients