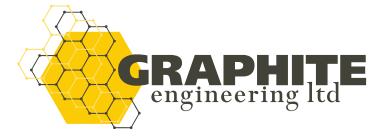


D'Shanti D. Cooper

Engineering Assistant

dpinder@graphitebahamas.com



▼ Professional Summary

D'Shanti Cooper joined the Graphite team in 2008 as a Technical Assistant where she produced technical documents and drawings. She later rejoined in 2012 as Assistant Project Manager for the Baha Mar project and was responsible for the management and scheduling of subcontractors, document control, and liaising with various project teams. Currently, she provides high-quality technical documents, drawings, and project management for various projects in the office.

She holds a degree from the University of The Bahamas, and also has a background in Architecture. In 2021, she received her Certified Business Professional (CBP) Project Management certification and is now seeking to pursue a Project Management Professional (PMP) certification.

▼ Experience

2012 - Present: Graphite Engineering Ltd., Engineering Assistant & Project Manager

- Document control.
- Coordinating inspectors for site inspections; attending site meetings as needed.
- Attending regular project meetings (virtually and in-person) and liaising with clients as needed.
- Preparing various reports – site inspection reports, non-conformance reports, project memos, meeting minutes.
- Preparing high-level MEP design drawings for MOW submission and approval, with emphasis on plumbing and LPG.

2010 - 2012: Artech Bahamas Ltd., Engineering Assistant

- Prepared architectural design drawings and details.
- Prepared as-built drawings, attended site meetings as needed, prepared meeting notes.

▼ Key Projects

Baha Mar and Baha Bay, New Providence, Bahamas

- Document control.
- Coordinating inspectors for site inspections; conduct site inspections as needed.
- Attend weekly project meetings and liaise with clients as needed.
- Prepare various reports – site inspection reports, non-conformance reports, project memos, monthly activity report.
- Site office management.

Atavus (Fusion Superplex), New Providence, Bahamas

- Deliver high-level plumbing engineering design drawings for MOW submission and approval.
- Peer review other MEP drawings.

Anne's Town and Elizabeth Estates Clinics, New Providence, Bahamas

- Deliver high-level engineering plumbing design drawings and details; revise as needed to meet project needs.
- Schedule and facilitate bi-weekly site meetings; prepare and distribute meeting minutes and action item/punch lists regularly.
- Coordinate and conduct site inspections as needed.
- Document control.

Sandals Resort, New Providence, Bahamas

- Document control.
- Coordinating inspectors for site inspections; conduct site inspections as needed.
- Attend weekly project meetings and liaise with clients as needed.

- Prepare various reports – site inspection reports, non-conformance reports, project memos, monthly activity report.
- Deliver high-level plumbing and LPG engineering design drawings for MOW submission and approval.

▼ Education

2008

The University of The Bahamas (formerly College of The Bahamas)

A. Sc. Architecture

2021

Synergy Bahamas

CBP Project Management Certification

▼ Skills

- Exceptionally detail-oriented with high standards for quality control.
- Able to adapt to changing client demands and environments.
- Excellent interpersonal and communication skills.
- Organization and leadership of teams to execute specific tasks.
- Adept use of AutoCAD; proficient in plumbing and LPG systems design.