

Willis Lin

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Contract Administrator | Construction Estimator | Project Coordinator

Willis Lin is a Contract Administrator/Estimator in Melbourne, Australia. Willis began his career in the Construction industry as a Graduate Project Manager, then as a Project Coordinator. He graduated from the University of Melbourne with a Bachelor of Design degree, double-majored in Construction and Property. Willis has proven strong work ethics, human skills and innovative approach in conducting business.

WORK EXPERIENCE



ALD Corporate
(Expert Demo)

Contract Administrator/Estimator
Sep 2020 – Present

Undertake Contract Administration for multiple projects across various sectors including hotels, commercial tenancies, EOT facilities, hospitals and healthcare, defence, government and institutional sites.

Undertake Estimation work and won various tenders ranging from commercial and hotel refurbishment projects, government and institutional projects with Tier 1, 2 and 3 builders including SHAPE, BUILT, INTERMAIN, RORK, HARRIS HMC, PLANGROUP, etc.



We Built Pty Ltd

Project Coordinator
Feb 2020 – April 2020

In charge of Financial Management of the project, including Contract Administration, Estimation, negotiation and effective management of the head and subcontracts. Administer contracts on multiple projects with various scales and coordinating between subcontractors and other stakeholders including documentation control and management correspondence between all parties.

Work with Residential and small-scale Commercial projects in Melbourne's Eastern suburbs.



**Taisei Corporation
(Myanmar)**

**Graduate Project Management
Dec 2018 – Feb 2019**

Assisted with collating Tender Documentation, day-to-day Contract Administration and Estimation of New Yangon Specialist Hospital Project.
Worked as an Assistant Site Supervisor (Civil Works) for RK Steel Factory Project.
Worked effectively with a team of Engineers, Project Managers and various professionals from Japan and Myanmar.

Projects Undertaken:

New Yangon Specialist Hospital Project
(<https://www.jica.go.jp/myanmar/english/office/topics/press190428.html>)

RK Steel Factory
(<https://www.japantimes.co.jp/news/2016/11/12/business/corporate-business/rk-trading-opens-steel-factory-yangon/>)



TRINITY COLLEGE
THE UNIVERSITY OF MELBOURNE

**Trinity College, The University of
Melbourne**

**Student Host (Casual)
Aug 2018 - Present**

Organising events including Valedictory ceremonies, Orientations and field trips.
Mentoring College students and working with VIPs from Trinity College and University of Melbourne.



John Holland

**Virtual Intern
May 2020**

Completion of Virtual Internship in **Building & Infrastructure**, completing the following modules:

1. Building
1.1 Design, 1.2 Programme
2. Infrastructure
2.1 Concrete Take Off, 2.2 Subcontract Rates Comparison

EDUCATION & QUALIFICATION



The University of Melbourne

Bachelor of Design (2017 - 2019)

Completion of Bachelor of Design with double-major in Construction and Property with a WAM of 75%



Trinity College, The University of Melbourne

Foundation Studies Program (2016)

Completion of Foundations Program with average mark of 91%



ARGUS Software Certified – Estate Master (Development Feasibility)

(Sep 2019)

Certificate in Property Industry recognised Development Feasibility Calculation software



Master Builders Victoria Construction White Card

(Mar 2020)

Completion of Construction Induction Training (White Card)



London Chamber of Commerce and Industry

(2015)

Certificate in Level II Book-keeping & Accounts

Software skills

- AutoCAD
- Bluebeam Revu Estimating
- STACK Estimating
- Estate Master DF
- Microsoft Office

Language skills

- English
- Mandarin Chinese
- Burmese

EXTRACURRICULAR & REFERENCES



Flashes of Change Charity Organisation

**Co-Founder
(2011 - 2014)**

Local representative of the Charity Organisation. A program hosted by the **Harvard University** to prevent child-labour in developing countries. Organised campaigns through schools and local community events.

Link: <https://www.facebook.com/Flashes-Of-Change-1403384153291324/>



TRINITY COLLEGE
THE UNIVERSITY OF MELBOURNE

Trinity College, The University of Melbourne

**Student Mentor (Senior Buddy)
(August 2017 – August 2018)**

Volunteered as a Senior Buddy to mentor International College Students.



International Language & Business Centre (ILBC)

**Vice Present of Student Association
(2014)**

Elected as a Vice President of the Student Association of the school. Worked with the Student President to attend Board of Education meetings with school Directors and stakeholders to discuss academic matters of the school.

Professional References

Paul Rosenberg Vella

State Manager (VIC), ALD Corporate

Email: managervic@aldcorporate.com.au

LinkedIn: <https://www.linkedin.com/in/paul-rosenberg-vella-378304154/>

Mitchell Bell

Development Manager, ALD Corporate

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LinkedIn: <https://www.linkedin.com/in/mitchell-bell-58b554177/>

Personal Reference

Priscilla Natalia Widjaja

Testing and Certification Engineer, Ex Testing and Certification (Verico Group)

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LinkedIn: <https://www.linkedin.com/in/priscilla-natalia-widjaja/>

Sonny Min

Warehouse Operator, CT Freight

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