

REGINA VILLONA

Project Delivery Consultant | Construction Coordination
& Operations Support

Available for UAE On-site/Hybrid Roles |
Remote Worldwide Opportunities



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Professional Summary

Project Delivery Consultant with 15+ years of UAE experience in construction coordination, project delivery, retail and interior fit-out, procurement, authority approvals, project controls, and document management. Experienced in managing multidisciplinary teams, stakeholders, project documentation, commercial processes, and project close-out across contractor, consultant, tenant, and landlord environments. Creator of Project Center, a project coordination platform designed to streamline construction workflows, reporting, procurement, approvals, and operational support.

Core Competencies

Project Coordination | Design & Technical Review | Project Schedule | BOQ & Contract Review | Procurement & Tendering | Authority Approvals | RFIs & Material Submittals | Retail & F&B Fit-Out | QA/QC & QHSE | Project Documentation | Stakeholder Management | Testing & Commissioning | Project Close-Out | Airport Live Environment & Facility Management

Project Delivery Consultant | Construction & Operations Coordination Specialist

Project Center | Jan 2026 - Present

- Lead end-to-end project delivery coordination from tendering to project close-out, ensuring alignment of scope, schedule, budget, quality standards, and contractual requirements across all project phases.
- Conducted detailed review of architectural, MEP, fit-out drawings, BOQs, specifications, and contract documents to ensure technical compliance, scope accuracy, and constructability.
- Coordinated with clients, landlords, consultants, contractors, suppliers, and multidisciplinary project teams to resolve technical queries, design interfaces, procurement issues, and project execution challenges.
- Prepared project schedule, project controls and documentation including RFIs, material submittals, shop drawings, authority submissions, contracts, progress reports, schedules, and commercial correspondence.
- Support project execution, testing & commissioning, snagging, close-out documentation, and final handover activities while ensuring compliance with quality standards, safety regulations, and approved project requirements.

Assistant Project Manager

SB Contracting, Dubai | Jan – Dec 2025

- Coordinated civil and architectural fit-out works for retail and F&B projects, ensuring integration with MEP and FLS systems.
- Managed site teams, subcontractors, and daily site activities to maintain progress, quality, and compliance with project timelines.
- Led design approvals with clients, landlords, and authorities including DCD and DM, ensuring full regulatory compliance.
- Oversaw project planning, procurement coordination, material submittals, QA/QC inspections, testing & commissioning, snagging, and handover activities.

Technical Support Engineer

Al Masood LLC (Rolls-Royce MTU Marine), Dubai | May 2023 – Oct 2024

- Led tendering and procurement activities for maintenance and service works in coordination with technical teams, vendors, and suppliers.
- Managed CAPEX tracking, procurement documentation, inventory control, and vendor performance aligned with operational requirements.
- Prepared project reports including cost analysis, forecasts, and progress tracking to support project control and decision-making.
- Coordinated technical documentation, contract reviews, inspection reports, logistics planning, and OEM warranty processes.

Retail Delivery Engineer

Sharaf Retail Group, Dubai | Jan 2021 – Apr 2023

- Managed retail and F&B fit-out projects from tenant side, ensuring compliance with landlord requirements and authority regulations.
- Coordinated mall management approvals, design submissions, permits, work permits, and close-out documentation.
- Led coordination with contractors, suppliers, and internal teams for fit-out execution, joinery works, and FF&E installation.
- Supervised QA/QC inspections, QHSE compliance, project progress monitoring, snagging, and final handover documentation.

Senior Project Coordinator

Authentic Turnkey Projects, Dubai | Jun 2014 – Mar 2019

- Coordinated with landlords and authorities including DM, DCD, Trakhees, and DDA to secure approvals and fit-out permits.
- Managed RFIs, material submittals, design coordination, and tender-stage communications between clients, consultants, and contractors.
- Facilitated MEP testing & commissioning and coordinated authority inspections through to final approvals and handover.
- Led procurement coordination, QA/QC monitoring, HSE compliance, project documentation, and close-out requirements.

Senior Project Coordinator

Hypsos Middle East LLC, Dubai | Sep 2007 – May 2014

- Directed multidisciplinary coordination for retail and F&B fit-out projects across design, execution, and handover stages.
- Managed stakeholder coordination between clients, consultants, contractors, suppliers, and authorities for approvals and compliance.
- Monitored site progress, project schedules, procurement workflows, material submittals, and vendor coordination.
- Ensured successful project delivery through QA/QC enforcement, authority inspections, testing & commissioning, and structured handover processes.