

# ADELWYN HOLDER

**PROJECT MANAGER. CERTIFIED MANAGEMENT CONSULTANT**

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## PROFILE

Founder and Owner of **Ikigai Consulting Limited**, Project Manager, and Certified Management Consultant with twenty-two (22) years of cross-functional experience gained through the delivery of objective and measurable results on various architectural, engineering, construction, business, and non-profit projects throughout Trinidad & Tobago and the southern English-speaking Caribbean. Adelwyn is a Certified Management Consultant®, holds a Post Graduate Diploma in Project Management from the Henley Business School, a Bachelors of Arts (Hons) from the Anglia Ruskin University in Business Management, and is Leadership in Energy and Environmental Design (LEED) Green Associate (GA) Certified, signifying a core competency in green building and sustainable development principles.

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## EMPLOYMENT HISTORY

**Managing Director & Project Management Consultant, Ikigai Consulting Limited**

Apr 2013 - Present

Trinidad & Tobago

Partnered and worked with various private and public sector clients. Designed, led, managed, and completed business and building projects which met well-defined, long-term strategic goals, objectives, and expectations.

- Designed, planned, managed, and led a physical security and infrastructure upgrade at the Australian High Commission, Port of Spain
- Led and managed the Executive Recruitment and Selection Process for a Commissioner and Deputy Commissioner of Police for the Police Service Commission of Trinidad and Tobago.
- Designed, led, and renovated an existing residence for Mr & Mrs Cassim.
- Managed the construction of the Mayaro Fire Station.
- Managed the construction of the Package 2 Works at the Trinidad & Tobago Maximum Security Prison.
- Managed the 2nd Phase of Completion Works for the Community Hospital of Seventh-Day Adventists.
- Designed and developed the Project Planning, Scheduling, Resourcing, Site Management Policies, and Construction Management Frameworks for the Bhagwansingh Commercial Centre.
- Designed and conducted the training and assessment of technical staff at Steel Structures Limited and Francis-Lau Construction Limited in the use of Tekla Structures.

**Shelter Officer, Living Water Community**

Dec 2018 – Sep 2019

**Port Of Spain, Trinidad**

Engaged by the Ministry for Migrants and Refugees as an independent consultant on the Shelters of Hope Project, where I assessed the physical living conditions of migrants and refugees in accordance with international Sphere standards; provided technical and engineering designs, specifications, and recommendations for building upgrades and rehabilitation works, compliant with both Sphere and applicable global engineering and construction standards; managed the project's funding and expenditure; and both prepared and presented regular donor reports.

**Project Engineer, Climate Control Limited**

Jun 2013 - Jul 2014

Laventille, Trinidad

Monitored and evaluated the performance of the company's various engineering projects, inclusive of the formulation, review, and administration of all FIDIC based contracts. Prepared and processed final accounts, variations, contractor agreements, and progress claims. Prepared and presented to management, regular financial, technical, and progress reports. Monitored and evaluated sub-contractor schedules and performance. Performed various site visits and technical assessments. Engaged stakeholders on project team performance, planning schedules for the completion of works, and various health, safety, and quality issues.

**Project Manager, RBC Royal Bank**

Apr 2012 - Jun 2013

Port Of Spain, Trinidad

Led and managed the construction works on RBC's Project Oyster, which included the major renovation of over eighteen (18) major branches in a live environment throughout Trinidad and Tobago; with the aim of improving customer experiences through centralized cash management and other business process improvements. Planned and coordinated construction activities with various business units throughout the organization, inclusive of Business Banking, Security, and Information Technology. Partnered with the bank's Architect in developing and finalizing the design package and specifications for the planned works. Monitored and controlled the building activities, various specialty sub-contractors, outputs, safety and quality requirements, and project costs. Regularly reported to executive management on the progress of all activities, inclusive of the health of the project. Procured internationally, the specialized fixtures, fittings, and equipment for the project.

**Project Officer, Ministry of Trade and Industry**

Oct 2011 - Apr 2012

Port Of Spain, Trinidad

Monitored, evaluated, and reported on the various initiatives and projects undertaken by the Ministry of Trade and Industry and its implementing state agencies under the national Public Sector Investment Programme.

**Construction/Business Development Manager, Restaurant Holdings Ltd.**

Oct 2010 - May 2011

El Socorro, Trinidad

Led and managed the design and construction of two (2) new Burger King Restaurants in San Fernando and St. James. Coordinated and successfully completed the Curepe and Chaguanas stores. Procured internationally, the specialty kitchen equipment supplies, furniture, fittings, and fixtures required. Developed and negotiated new business opportunities, relationships, locations, and agreements for further expansion of the Burger King brand. Designed, developed, and implemented a preventative maintenance programmes for all existing stores.

**Technical Department Supervisor, Beston Consulting**

Apr 2002 - May 2009

**Port Of Spain, Trinidad**

Developed and implemented quality control and production standards, project management, and evaluative frameworks for all engineering projects. Successfully managed the company's technical design team and projects. Trained, developed, and assessed technical staff and their annual performance. Sourced, selected, recruited, and retrained technical staff. Maintained effective communication and project coordination across and various cross-functional regional teams comprising of clients, owners, architects, service engineers, and contractors. Led the design and implementation of the firm's IT infrastructure (inclusive of website, servers, data backup and protection, and security). Led the development of a new framework for Building Information Modelling (BIM) through Tekla Structures. Conducted technical visits, site inspections, and design team meetings locally and regionally. Assisted HR department in the design and implementation of new policies.

**Architectural Technician, NLBA Architects Limited**

Nov 1998 - Mar 2002

Woodbrook, Trinidad

Produced architectural design drawings, presentations, and specifications for various projects throughout the Caribbean. Conducted regular site visits, design team meetings, presentations, and site inspections locally and regionally.

**Engineering Technician, APR Associates Limited**

Mar 1998 - Oct 1998

Goodwood Park, Trinidad

Produced Civil Engineering Design drawings and project documents for various local civil engineering projects. Conducted site inspections, surveys, testing, and other on-site coordination activities.

**PROFESSIONAL TRAINING & DEVELOPMENT****Certified Management Consultant™ (CMC®), ICMCI**

August 2020 - Present

Attained the Certified Management Consultant™ (CMC®) credential, promoted by the International Council of Management Consulting Institutes (ICMCI) as the preeminent professional designation for management consulting with a variety of sub-specialty areas.

**LEED® Green Associate, U.S. Green Building Council**

2015 - Present

LEED Green Associates have a documented, up-to-date understanding of the most current green building principles and practices.

**Project Management (PSIP), Government of Trinidad & Tobago**

2012

Public Service Academy, Chaguaramas, Trinidad

**Certificate of Participation** awarded by the Ministry of Public Administration. Programme comprised three (3) modules covering the preparation and presentation of a PSIP project, and the development of well-defined objectives and work plans, budgets and output standards, application of project management practices, and the use of project management tools and techniques.

**Tekla North American User Meeting, Tekla**

2008

Milwaukee, Wisconsin

Participated in a series of educational and training workshops for Tekla Users on Future Software Development, Collaboration Tools, Rebar and Precast Concrete Modelling, Engineering Analysis and Design Integration, and

Custom Design Components. Presented on the development of BIM and engineering designs using Tekla Structures within the Caribbean.

**Basic Training, Tekla Structures 13** 2007  
Kennesaw, Georgia

**Certificate of Completion** received. Trained in more advanced features, capabilities, and new offerings in Tekla Structures 13.

**Advanced Training, Tekla Structures 12** 2006  
Tampa, Florida

**Certificate of Completion** received. Trained in the various basic features, capabilities and offerings of Tekla Structures 12.

**Effective Supervision, Employer's Consultative Association** 2006  
Port Of Spain, Trinidad

**Certificate of Participation** received. Training Course covered the roles and responsibilities of the Supervisor, Communication, Delegation, Discipline, Performance Standards, Motivation, Team-Building, and Morale.

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## EDUCATION HISTORY

**Post Graduate Diploma Project Management, Henley Business School** Nov 2008 - Jun 2011

School Of Accounting & Management, Trinidad

Areas of study: Strategic Direction, Corporate Finance and Governance, Globalized Business Environments, Strategic Marketing, Commercial Project Management, Managing People and Performance, Project Management Foundations and Processes, and Dynamics of Management.

**BA (Hons.) Business Management, Anglia Ruskin University** Oct 2005 - Jun 2008  
School Of Accounting & Management, Trinidad & Tobago

**Graduated with Honours.** Areas of study: Business Law; Principles and Functions Of Management, Micro & Macro Business Economics; Social, Ethical and Cultural Issues; People Management; Marketing Management; International Business, Principles Of Human Resource Management; Strategic Management; Operations Management, Cross Cultural Business Issues, Advanced Strategic Management, Ethics & Governance, and Employee Relations. Final dissertation completed on the "Strategic Management Framework at BBFL Consultants Limited"

**Business Communication, CBP (Certified Business Professional)** 2006

Bordercom International, Trinidad & Tobago

**Certificate of Excellence** received. Areas of study: Business Communication, Business Writing, Effective Oral Communication, Effective Presentation Skills, and Challenges of Business Communication

**Project Management, CBP (Certified Business Professional)** 2004 - 2005

Bordercom International, Trinidad & Tobago

**Certificate of Excellence** received. Areas of study: Project Initiation, Project Planning, Project Implementation and Project Closing.

**Project Management for Business Professionals, School of Business & Computer Science** 2005

School Of Business & Computer Science, Trinidad & Tobago

**Certificate in Project Management for Business Professionals** received. Areas of study: Project Initiation, Project Planning, Project Implementation, Project Closings, Project Costing, Quality Control, Communication and Client Interaction.

**BSc. Management Information Systems, University of Greenwich** 2001 - 2003

School Of Business & Computer Science, Trinidad & Tobago

Completed the two (2) years of study. Areas of study: Business and Management, Business Communication, Quantitative Methods, Information Systems, Business Law, Networking, Software Engineering, Communication Systems, and Human Resources Management<sup>1</sup>

**Interior Designing: Part 1, Academy of Designing** 2000

Academy Of Designing, Trinidad and Tobago

**Certificates of Graduation and Excellence** received in Interior Design.

**Computer Programming, Association Of Computer Professionals** 1999

School Of Accounting & Management, Trinidad & Tobago

**Certificate in Computer Programming** received. Course covered several aspects of Computer Fundamentals, Computer Programming & Operating and Programming Problems.

**Civil Engineering Technician, JDTI** 1998

John Donaldson Technical Institute, Trinidad & Tobago

Completion of the Civil Engineering Certificate Course. Areas of study: Soil Mechanics, Construction Technology, Building Materials, Surveying, Structural Mechanics, Engineering Drawings, and Surveying.

**Caribbean Examination Council (CXC), Queen's Royal College** 1990 - 1995

Port Of Spain, Trinidad & Tobago

Results: Grade 1 - Mathematics; Grade 1 - Technical Drawing; Grade 2 - English; Grade 2 - Art; Grade 2 - Principles of Business; Grade 2 - Physics; Grade 4 - Chemistry.

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## LEADERSHIP, SERVICE, AND AFFILIATIONS

<sup>1</sup> I was unable to write the final exam due to grave administrative errors committed by SBCS, which deregistered me from the University after the second year of study.

**Professional Member, Caribbean Institute of Certified Management Consultants** Jan 2018 - Present  
Barbados

Member of Caribbean Institute of Certified Management Consultants (CICMC).

**VP Marketing & Communications, Trinidad & Tobago Green Building Council** 2015 - 2017

Port Of Spain, Trinidad & Tobago

Current member of the Trinidad and Tobago Green Building Council. Served as Vice President of Marketing & Communications for two (2) terms from 2015 - 2017.

**President and Co-Founder, Scleroderma Care Foundation** 2008 - Present  
Tunapuna, Trinidad & Tobago

President of a non-profit organization whose mission is to help its members, their families, and communities through mutual support, education initiatives, the stimulation of research, and bringing forth a general awareness of Scleroderma.

**Public Relations Officer, Tunapuna Community Council** 2012 - 2014  
Tunapuna, Trinidad & Tobago

Served on the Executive from 2012 to 2014 on a number of community based projects and initiatives.

**Corporate Secretary, Red Earth** 2009 - 2011  
Petit Valley, Trinidad & Tobago

Red Earth is a non-profit organization and organizers of the Red Earth Festival. Participated in and aided the planning, organization, and hosting of the Red Earth Festivals in 2009 and 2010.

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## REFERENCES

**Dr Maria Gomes, Lecturer Behavioural Sciences**

University of the West Indies, St Augustine, Trinidad and Tobago

**Mobile:** (868) 760 7831 | **Email:** mariatdg43@gmail.com

**Simone Espinet, Consultant**

Former Human Resources Manager. Beston Consulting Limited

**Mobile:** (868) 686-4048 | **Email:** s.espinet@gmail.com

**Rochelle Nakhid, Coordinator**

Ministry for Migrants and Refugees, Living Water Community, Port of Spain, Trinidad and Tobago

**Mobile:** (868) 320-5673 | **Email:** nakhid@lwcrefugee.org

## PROJECT HISTORY

### **Ikigai Consulting**

Upgrade for the Australian High Commission (Port of Spain, Trinidad); Executive Recruitment Process for the Sourcing and Selection of a Commissioner of Police and Deputy Commissioner of Police (Trinidad and Tobago); Cassim Residence (Mt Lambert, Trinidad); Design works for KR Consulting (Port of Spain, Trinidad); Proposal Development for Francis-Lau Construction Limited (Caroni, Trinidad); Bhagwansingh Commercial Centre (Trincity, Trinidad); Maximum Security Prison, Package 2 (Arouca, Trinidad); Mayaro Fire Station (Mayaro, Trinidad); Community Hospital of Seventh-Day Adventists (Cocorite, Trinidad).

### **Living Water Community**

Shelters of Hope (Port of Spain, Trinidad); Renovation of Existing Offices for the Ministry for Migrants and Refugees (Port of Spain, Trinidad);

### **RBC Royal Bank**

Project Oyster (RBC Branch Renovations & Upgrades)

### **Restaurant Holdings**

Burger King Chaguanas, San Fernando, Curepe, and St. James (Trinidad)

### **BBFL Consultants**

Hevron Heights (Champs Fleurs, Trinidad); Vet Administration Building (St. George's University); St. Vincent National Library (St. Vincent); Antigua State College (Antigua); Trini Posse Stands (Queens Park Oval, Trinidad); Welcome Centre (Cruise Port, Grenada); Hamel Smith Law Offices (Port Of Spain, Trinidad); St. Vincent National Stadium (St. Vincent); Atlantic LNG Swimming Pool (Point Fortin, Trinidad); Emerald Gardens Development (Porters, Barbados); Maharaj Residence (Westmoorings, Trinidad); South Ocean Villas (Barbados); Meadow Biome Development (St. Kitts); Hillsborough Estates Development (Dominica); Friar's Bay Development (St. Kitts); Morgan Residence (Westmoorings, Trinidad); Aran Holdings Building (San Fernando, Trinidad); Sovorall Residence (Carenage, Trinidad); Griston Residence (Grancourlands, Tobago); Grenada National Stadium Repairs (Grenada); Professional Centre (Port Of Spain, Trinidad); University Of The Southern Caribbean (St. Joseph, Trinidad); Guapo Beach Development (Point Fortin, Trinidad); Garden Group Hotel Development (Grenada); Creative Designs Building (Barbados); Carnbee Development (Tobago); Student Dormitories (St. George's University);

### **NLBA Architects**

UWI Sport Centre (UWI, Trinidad); Republic Bank Offices (Arima, Trinidad); Central Bank Offices (Port Of Spain, Trinidad); Hadeed Residence (Maraval, Trinidad); Ernst & Young Offices (Port Of Spain, Trinidad); Caricom Headquarters (Georgetown, Guyana); T&TEC Headquarters Building (Mt. Hope, Trinidad); Attorney General Building Offices (Port Of Spain, Trinidad); Secondary Schools Development Programme (Bon-Air, Valencia & Waterloo, Trinidad); Health Centre Refurbishment Programme (South Trinidad); Las Terrazas Development (Trinidad); Movie Towne Complex (Port Of Spain, Trinidad); Port of Spain Waterfront (Trinidad);

Dehere Residence (Westmoorings, Trinidad); Hardwicke Residence (Tobago); Chin Lee Residence (St Clair, Trinidad);