Brandon Kowalski

PROJECT MANAGER | ASSISTANT PROJECT MANAGER

brandon.kowalski@email.example • (512) 555-0178

SKILLS

Technical: Project management, Subcontractor buyout, Cost control and forecasting, Primavera P6, Procore, Bluebeam, Change order management, Owner and architect coordination, MEP coordination, OSHA compliance, Closeout and turnover, Spanish (fluent)

CERTIFICATIONS

· OSHA 30-Hour Construction

· PMP, Project Management Institute

EDUCATION

BS, Construction Science and Management
Central Texas University
2019

PROFESSIONAL SUMMARY

Construction project manager with seven years at general contractors in Central Texas, delivering commercial, education and multifamily projects from $8 million to $45 million. Manages budgets, schedules, subcontractor buyout and owner relationships, and keeps jobsites safe and well documented. Fluent in Spanish with field crews.

PROFESSIONAL EXPERIENCE

Project Manager Jan 2022 — Present

Capital Ridge Builders · ***Austin, TX***

- Led a $45 million, 220-unit wood-frame multifamily project over a podium garage, finishing two weeks ahead of the contract date.
- Bought out 28 subcontracts against the GMP estimate, closing buyout with savings returned to the owner's contingency as agreed in the contract.
- Managed monthly cost reports and forecasts, resolving 60 change orders with the owner and architect without a single disputed claim at closeout.
- Ran weekly subcontractor coordination meetings and three-week look-ahead schedules with the superintendent to keep trades sequenced.

Assistant Project Manager Jun 2019 — Dec 2021

Bluebonnet Commercial Construction · ***San Marcos, TX***

- Supported delivery of a $22 million middle school and an $8 million retail center, handling RFIs, submittals and owner meeting minutes.
- Prepared subcontract scopes and bid leveling sheets for 15 trade packages during preconstruction.
- Coordinated closeout documents, warranties and O&M manuals, delivering both turnover packages on time.