Brandon Kowalski

Project Manager | Assistant Project Manager

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

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.

EDUCATION

BS, Construction Science and Management — Central Texas University *2019*

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