

# Adam Lowry

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## EXPERIENCE

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### Obsidian Learning

2011 – Present

#### Senior Project Manager

- Manage an average of 12 projects concurrently for multiple clients including Exxon, Chevron, BP, Baker Hughes, Home Depot, and Direct Energy
- Manage an internal team of 4-7 people per project and coordinate with other Project Managers since resources are shared
- Primary contact for clients and responsible for maintaining client relationships, resulting in requests from repeat clients to manage additional projects
- Continually communicate process steps and the details of the final deliverables to help align everyone's understanding and provide accurate expectations
- Develop project scope, budget, and schedule for proposals based on client's needs
- Continually track project costs through completion to ensure projects are completed at or under the contractual budget up to \$500,000
- Responsible for all project invoices per the contract whether Fixed bid with milestones or Time and Material with a Not to Exceed amount
- Continuous engagement with the project team and client to ensure scope fulfillment and eliminate scope creep
- Clearly communicate with the client about any out of scope requests, and provide a change order for approval
- Track project progress continually to ensure any potential delays are identified as early as possible to provide maximum time for a solution
- Manage third party contractors and consultants
- Managed Obsidian's first software development project using the Agile methodology with a focus on issue resolution/escalation, problem solving, and team building
- Developed a custom time tracking app that provided a cost savings to Obsidian of \$15,000 a year

### Melaroo

2010 – 2011

#### Web Developer

- Worked with clients to develop a scope of work and provided pricing
- Developed client websites using HTML, CSS, and some basic Javascript
- Managed client relationships throughout the project lifecycle

**D.E. Harvey Builders**  
**Project Manager**

**2007 – 2010**

- Managed all aspects of a project including budget, schedule, and scope
- Successfully maintained positive relationships with clients
- Minimized liability by understanding every aspect of the project documents and ensuring all possible liabilities were accounted for and covered
- Constantly analyzed the project budget and eliminated any potential issues
- Bid projects to subcontractors and compiled bids into a complete bid package
- Adjusted contractor bids when identified scope was not explicitly included or excluded for an accurate comparison and to ensure all scope is accounted for
- Developed the contract scope for each subcontractor (typ. 30+ per project)
- Developed the project schedule and tracked progress through completion
- Tracked cash flow and profitability throughout construction by maintaining a profit and loss report with typical project values of \$30 million or more
- Reviewed and approved all subcontractor invoices on a monthly basis before releasing payment, to ensure work billed for had been completed
- Conducted weekly progress meetings with the client, consultants, and all project subcontractors
- Ensured long lead items were ordered by subcontractors early to avoid delay
- Expedited all submittals to the architect and owner for approval
- Supported the Field Superintendent and employed staff as needed
- Developed change orders to the client’s contract and necessary subcontractor’s contracts for each addendum released by the project architect and engineer

**Waterway Square Garage** - \$28 million Garage and Retail - **Project Manager**

**M.D. Anderson Cancer Center Tower** - \$120 million Tower - **Asst Project Manager**

**EDUCATION**

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**Bachelor of Science: Construction Management** - University of Houston

**The Complete Web Development Bootcamp** - Online 115 hour course

**COMPETENCIES**

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|----------------------------|--------------|--------------|--------------|
| • Communication            | • MS Office  | • HTML/CSS   | • Node.js    |
| • Collaboration & Teamwork | • MS Project | • Javascript | • Express.js |
| • Adaptability             | (Scheduling) |              |              |
| • Independence             | • Terminal   |              |              |