

# Adam Lowry

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## EDUCATION & CERTIFICATION

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

**PMP (Project Management Professional)** - Project Management Institute

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## COMPETENCIES

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- Communication
- Teamwork
- Independence
- Problem-solving
- Adaptability
- Integrity
- MS Office
- MS Project
- AutoCAD

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## EXPERIENCE

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**Cushman & Wakefield, Inc.**  
**Project Manager**

**2020 – Present**

- Manage entire project process including scope, budget, schedule, and liabilities
- Typical project budgets range from \$400k to \$10M
- Continually develop and strengthen client relationships
- Identify project stakeholders to engage the appropriate decision makers and end users during all stages of the project
- Align stakeholder expectations and project goals
- Identify and raise initial concerns to minimize the negative impact resulting from necessary solutions or adjustments
- Bid projects to consultants and contractors, then select the best fit for the project
- Present proposed costs and timelines at each stage of high profile/cost projects for approval by a steering committee
- Develop the scope of work for all contracts
- Maintain accurate project data to ensure reliable decisions are made and the scope, budget, and schedule can be managed effectively
- Continuously monitor activities to proactively identify potential issues and develop plans to eliminate or mitigate issues
- Conduct weekly project meetings and work closely with project team to maintain alignment of expectations and progress throughout the project
- Review and approve all invoices to ensure accuracy
- Collect and report accruals for accurate accounting
- Perform project closeout activities

**Obsidian Technical Communications, Ltd.**  
**Senior Project Manager**

**2011 – 2020**

- Concurrently managed 12 projects on average for multiple clients including Exxon, Chevron, BP, Baker Hughes, Home Depot, and Direct Energy
- Managed internal teams of 4-7 people per project
- Managed third party contractors and consultants
- Successfully managed client relationships, resulting in repeat requests for my project management services
- Typical project budgets ranged from \$50k to \$500k
- Developed a custom time tracking application for Obsidian, providing an annual cost savings by eliminating third party software

**David E. Harvey Builders, Inc. (doing business as Harvey-Cleary)**  
**Project Manager**

**2007 – 2010**

- Successfully developed positive client relationships
- Minimized liability by understanding project scope and ensuring liabilities were identified and mitigated
- Bid projects to subcontractors and compiled bids into a complete bid package
- Developed the contract scope for each subcontractor (30+ per project)
- Developed and managed the project schedule through completion
- Created and managed the profit and loss report
- Reviewed and approved all subcontractor invoices on a monthly basis
- Conducted weekly progress meetings with clients, consultants, and contractors
- 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 as necessary for each addendum released

**Projects:**

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

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

**Tribble & Stephens Construction, Ltd.**  
**Estimator**

**2006 – 2007**

- Performed quantity takeoffs to create preconstruction/conceptual estimates
- Helped compile scopes of work to solicit subcontractor bids
- Bid projects to subcontractors and consolidated into a complete bid package