

Ramona Catherine Lowery

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Professional Summary

Efficient architecturally educated Construction Manager equipped with strong Project Management skills with over 10+ years in architecture and construction management. I am a seasoned professional with strong management skills, and possess a detail-oriented eye for project management. Combining my professional communication skills and technical skills, I consistently ensure high-quality interactions with stakeholders and foster collaboration within project teams.

Key Skills

- Professional communication skills written and verbal
- Efficient planning, coordination and organizational skills
- Creative problem solving strategies and negotiation skills
- Independently plan and carry out assignments
- Excellent skills in Microsoft Office Suite (Word, Power Point, Excel)
- OSHA 30 Certification
- EM385-1-1
- Strong technical skills

Education

Masters of Science (MS), Environment and Resources University of Wisconsin - Madison
Master of Science (MS), Urban and Regional Planning University of Wisconsin - Madison
Bachelor of Science in Architectural Studies (B.S.A), University of Wisconsin – Milwaukee (NAAB) accredited university

Professional Experience

NAVFAC; Construction Manager, March 2022 to Present

Managing a diverse portfolio of construction projects with NAVFAC; including initial construction meetings of critical renovations, and project closeout procedures of a contract.

Overseeing projects a Package of projects – three state-of-the-art construction buildings intended for simulation training and mechanical education with a budget exceeding \$228,901,343.

- Provide coordination of the construction quality management program.
- Review contract drawings and specifications, review and distribute contractor technical submittals for Government approval and distribute RFIs.
- Attend quality control, preparatory and initial meetings for definable features of work and monitor three-phase control checklists.

Led the reconstruction of a historic 1940s church with a dedicated budget of \$4.9 million.

- Orchestrated the project turnover process and procedures (NAVFAC Red Zone meeting) including final inspections and preparing property record documents DD1354 transfer and acceptance of military real property.
- Completed closing of the contract including delivery of as-built drawings, O&M manuals, warranty documents and ensuring a smooth transition for end users.

Managed the renovation of administration and training facilities, consisting of three buildings with a cumulative budget of over \$25,324,779.79.

- Review administrative submittals, perform schedule review, validate quantity of materials on site and approve monthly contractor invoices for Government payment.
- Ensured compliance with the government's Quality Assurance (QA) standards, guaranteeing contractors adhere to their Quality Control (QC) mandates.
- Conducted rigorous field surveillance, meticulously documenting daily activities to assess contractor performance, ensuring timely project deliveries.
- Diligently review and address requests for equitable adjustments (REAs), including providing technical reviews of contractor proposals focusing on timely project deliveries.
- Provide weekly project updates for Government supervisor on the status of all construction projects.

The Walsh Group; Project Engineer I, January 2019 to March 2022

Bachelor Enlisted Quarters & Learning - Training Facility, Camp Lejeune Jacksonville, NC

Managed a critical construction project: a three-story U.S. Marine's Living Quarters and a two-story Training Hangar & Classrooms.

- Daily site inspections to monitor progress and ensure the project was adhering to the construction drawings.
- Streamlined the pre-construction process, overseeing documentation, and subcontractor coordination. Participated in partnering meetings and design review meetings.
- Reviewed and authored Requests for Information (RFIs) and supervised interior finish reviews.

Vassar Brothers Medical Centre, Poughkeepsie, NY

Oversaw the construction of a modern medical facility spanning 752,610 Square Feet, comprising 264 Private Patient Rooms, spanning 9 Finished Floors.

- Championed quality control (QC) program, producing punch lists, coordinating with subcontractors for timely project completion, and partnered with third-party inspectors for fire-stopping inspections across the building.
- Established and maintained a robust documentation system, managing both electronic and physical copies of vital project documents. Contributed significantly to documentation necessary for the New York Department of Health.
- Effectively closed out the project with documenting O&M manuals, warranty documents, and as-built drawings.

Cook County Hospital Renovation, Chicago IL 345,000 Square Feet, 8 Finished Floors

In the meticulous renovation of a 1912 Beaux-Arts hospital repurposed into a dual-brand hotel.

- Used technical knowledge of historical design to review field changes that had an impact on the design and schedule of the project.
- Partnered with subcontractors and orchestrated various design solutions to construction challenges.
- Guided educational tours through the historic renovation for diverse visiting groups, emphasizing the integration of historical elements with modern designs.

InSite Real Estate; Planning Manager– Greater Chicago Area, IL, April 2018 to January 2019

- Showcased a series of projects where I conceptualized building site plans, subsequently used in presentations to community stakeholders to advocate for retail and industrial advancements.
- Diligently researched and interpreted local planning and zoning codes, ensuring alignment with government regulations for retail and industrial initiatives.

Dane County Planning and Development; Land Use Inventory Manager – Madison, Wisconsin
Urban and Regional Planning, June 2013 to March 2018

- Innovated efficiency strategies and improved the land use inventory data, aiding in both immediate analysis and future projection of population data.
- Devised strategic methodologies to enhance the accuracy of land use inventory data, catering to county reports and evolving population growth demands.
- Managed the end-to-end project lifecycle, culminating in a commendable 20% savings on the allocated budget.
- Championed the comprehensive data documentation process, curating advanced land use inventory maps for public use.

Design Consultant, Aug. 2009 to Present

- Steered the design of architectural and interior projects from inception to completion, maintaining unwavering focus on design objectives, quality assurance, and customized budgetary considerations.
- Excelled in proposing organized and efficient space planning recommendations tailored to diverse clientele needs.

Baker/Wohl Architects; Architectural Assistant II Project and Construction Manager – Boston, Massachusetts , Dec. 2007 to June 2009

Assumed a multi-faceted role encompassing design, construction management, and quality assurance for a historical renovation. Upheld the highest standards in drafting to complete construction documents and sustained robust project management practices throughout.

- Efficiently steered the project timeline, cost projections, and material selections while producing architectural details within budget constraints.
- Instrumental in ideating and presenting design proposals, offering cost-efficient design alternatives, and collaborated with private companies.
- Demonstrated profound expertise in design facets, supervised a draftsman, and accomplished a project that was 15% under budget. Served as the primary liaison for communicating construction alterations to clients.

Shepley Bulfinch Architects; Architectural Assistant II Construction Manager – Boston, Massachusetts, Nov. 2004 to Nov. 2007

Hospital Infrastructure Projects:

- Served as the construction quality control manager during pivotal hospital department upgrades. Played a vital role in coordinating rapid alterations to construction documents, ensuring precision in details, and meeting strict government-mandated timelines.
- Took the initiative in designing schematic layouts for a state-of-the-art Emergency Room Department and multiple hospital unit renovations.
- Provided invaluable assistance in presenting design evolution sketches to senior hospital officials, ensuring alignment with both operational needs and regulatory standards.

Career Highlights

- Historical Preservation: Contributed to the US Department of Interior, Architecture Studio at Taliesin East in Spring Green, Wisconsin. Participated in meticulous hand-drawn documentation of Frank Lloyd Wright's residence for heritage preservation.
- Educator: Served as an Interior Design Studio Instructor at the New England Institute of Art, Boston, Massachusetts, equipping students with knowledge on commercial interior design and compliance with building codes.

Languages

Conversational French (Professional Proficiency, University level: Intermediate to Advanced)

Technical Proficiencies

Construction Management Tools: BlueBeam (building estimating and PDF editing), Procore, BIM360, eCMS, CMiC

Planning and Zoning: ArcGIS (used in government urban planning documentation)

Design Software: AutoCAD, Photoshop, InDesign, SketchUp

Rapid Technology Adaptability: Demonstrate the ability to quickly grasp and utilize various computer applications, aligning with the dynamic needs of federal projects.