

**KANDY LEWANDOWSKI** Pilot Point, TX Phone: 469-984-6151 Email: [venus.kandy@gmail.com](mailto:venus.kandy@gmail.com)

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**PROFESSIONAL SUMMARY** Dynamic and results-driven Project Manager with extensive experience in construction project management, team leadership, and stakeholder engagement. Proven ability to manage projects from inception to completion, ensuring quality delivery within budget and time constraints. Strong analytical and organizational skills with a commitment to continuous improvement and client satisfaction.

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## **SKILLS**

- Project Management
  - Budget Management
  - Stakeholder Engagement
  - Team Leadership
  - Quality Control
  - Process Improvement
  - Microsoft Office Suite (Excel, Word, PowerPoint, Outlook)
  - Primavera P6, MS Project, Corrigo, ERP
  - Covid Compliance Officer
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## **EDUCATION & CERTIFICATIONS**

- **Project Manager Certificate Course**  
IAP Career College, 2023
  - **Covid-19 Compliance Officer**  
Health Education Services, 2022
  - **Certified Notary**  
State of Texas, 2012
  - **Bachelor's Degree in Business Management and Administration**  
Collin College, 2004
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## **PROFESSIONAL EXPERIENCE**

**Jones Lang LaSalle (JLL) - Boeing Construction Project Manager** Dallas, TX Aug 2024 – Apr 2025

- Manage project delivery from inception to completion within timelines and budgets.

- Build strong relationships with clients and stakeholders to ensure effective communication.
- Lead and motivate project teams, fostering collaboration and empowerment.
- Develop project plans, monitor progress, and mitigate risks.
- Implement quality control measures to meet client expectations.

**Jones Lang LaSalle (JLL) – Family Dollar Construction Project Manager, Renovations**  
Remote, USA Nov 2023 – Jul 2024

- Oversaw renovation projects, ensuring completion on time and within budget.
- Coordinated work among contractors, architects, and engineers.
- Developed comprehensive project schedules and managed project documentation.

**Gold Medal Construction Commercial Scheduler** Lewisville, TX Feb 2020 – Apr 2023

- Updated project schedules and financial forecasting.
- Assisted project managers in identifying potential roadblocks.
- Maintained communication with trades to ensure schedule adherence.

**Jones Lang LaSalle (JLL) - BMO Harris Bank Project Manager, Renovations** Milwaukee, WI  
Feb 2019 – Mar 2020

- Managed lifecycle of lighting upgrade and sealcoat projects.
- Developed work plans to track project progress against budgets.
- Facilitated communication between clients and contractors.

**Self Employed Licensed and Certified Mortgage Closer** Oct 2012 – Jan 2019

- Prepared complex spreadsheets and presentations.
- Managed real estate closings and maintained client confidentiality.

**Southwest Airlines Sr. Project Support Analyst** Dallas, TX Feb 2017 – Apr 2018

- Approved project budgets and maintained tracking of active projects.
- Assisted project managers with presentations and reporting.

**Burgess Construction Consultants Project Operations Coordinator** Richardson, TX Jul 2014 – Feb 2017

- Created proposals and maintained project documentation.
- Coordinated client support and project tracking.

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**REFERENCES** Available upon request.