

KENNETH R. LORENZ

27565 265th Court SE • Ravensdale, WA 98051 • ☎ (360) 469-9479 • ✉ kenrlorenz@comcast.net

August 16, 2018

Graham Construction
411 1st Avenue South, Suite 620
Seattle, Washington 98104

RE: Project Manager Position | Construction Executive

Thank you for considering my candidacy for the position of construction manager that is currently being offered at Graham Construction. I am very interested in this position and in working for your company. As my resume highlights, I have extensive experience overseeing all facets of commercial and luxury residential construction project management. Further, I have the skills and drive to quickly become a highly valued and productive member of your team. After reviewing my resume, I would welcome the opportunity to provide more details relating to my qualifications.

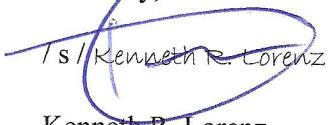
A highlight of my relevant experience, skills, and abilities includes the following:

- Construction project management experience includes estimating, planning, and coordinating, submittal process, client relations, subcontractor and vendor management, creating schedules/timelines, inspecting work, resource planning/management, quality control, budget/expense management, and safety/compliance management.
- Highly experienced and skilled at managing all phases of construction including new construction, renovation, and improvement projects as well as collaborating with project architects, engineers, and onsite management.
- Extensive experience participating in project reviews and meetings, forecasting project requirements and goals, assisting with identifying any potential roadblocks/issues, and working collaboratively to resolve any problems.
- Proficient at overcoming project obstacles/challenges and solving problems quickly coupled with the ability to analyze situations, make decisions, take appropriate action, and follow through to ensure minimal delays.
- Outstanding ability to work effectively in challenging, changing, and fast-paced environments while exhibiting flexibility and efficiently handling numerous projects, tasks, responsibilities, and priorities simultaneously.

After carefully reviewing the position description, I believe that my skills, experience, and personal attributes would be an ideal match to your requirements. I have included my resume for your review and would welcome the opportunity to further discuss my qualifications in-person or by phone at your earliest convenience. Please do not hesitate to contact me for additional information including a detailed list of completed projects.

In the interim, I thank you for your time and review of my resume and I look forward to hearing from you soon.

Sincerely,


/s/ Kenneth R. Lorenz

Kenneth R. Lorenz

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CONSTRUCTION MANAGER / SENIOR PROJECT MANAGER / EXECUTIVE

Energetic, resourceful, and results-oriented professional with extensive experience and strong qualifications to manage, support, and complete a wide range of construction projects and operational tasks. Proven track record of completing projects on-time and on-budget while maintaining a high level of rapport and excellent working relationships with clients, subcontractors, vendors/suppliers, and crews. Accustomed to working in challenging and deadline-driven environments while using well developed problem-solving and project management skills.

AREAS OF STRENGTH

- Construction Project Leadership
- Interpret Drawings/Specs/Plans
- Customer / Employee Relations
- Managing Project Costs/Budgets
- Consultative Sales / Negotiating
- Construction Safety/Compliance
- Troubleshooting/Problem Solving
- Crew/Subcontractor Management
- Project Management Lifecycle
- Vendor / Materials Management
- Estimating Budgets and Projects
- Allocate and Manage Resources

PROFESSIONAL EXPERIENCE

Construction Manager / Project Manager, *Universal Building Systems*, Tukwila, WA 2014 – 2018

Directly responsible for leveraging extensive construction industry knowledge to provide day-to-day supervision and leadership for construction projects and administration needs. Accountable for product/project planning and development, P&L and financial budgeting, process and procedure review/modification and implementation, and resolving construction problems to ensure projects were completed in a timely and highly cost-effective manner.

- Hired, trained, and managed construction project managers, office staff, and all field employees, assigned and directed work, handled employee relations, appraised performance, and rewarded and disciplined employees.
- Managed all aspects of the project lifecycle for multiple commercial and luxury residential projects. Carried out management and leadership responsibilities in accordance with the organization's policies and applicable laws.
- Represented the company in a professional manner at all times to customers, inspectors, suppliers, and vendors as well as participated in customer meetings to develop new business and plan and support project objectives.
- Sustained an excellent track record of successfully completing projects through effective leadership, efficient resource and labor allocation, and by establishing productive relationships with customers and team members.

Construction Manager, *LA Structures & LA Interiors Northwest LLC*, Renton, WA 2010 – 2014

Full accountability for providing day-to-day leadership, resource management, and project scheduling, coordination, and supervision for several commercial and luxury residential products. Collaborated effectively with clients and project crews to assess requirements, estimate project timelines, manage workflow, and identify/resolve issues or problems. Managed project lifecycle from start to finish ensuring quality on-time and on-budget construction.

- Prepared and submitted budget/project estimates, completed detailed project progress and cost tracking reports, and requisitioned supplies/materials required to keep projects efficiently moving toward on-time completion.
- Conducted comprehensive walk-throughs with clients, subcontractors, and crews prior to the start of projects as well as scheduled and coordinated projects in steps and allocated the time necessary to meet all deadlines.
- Participated in hiring decisions, trained, developed, and supervised employees, corrected performance issues including taking disciplinary action as necessary, and implemented and enforced safety measures/procedures.
- Developed and managed project plans and timelines, worked with team members and trades to understand any issues, focused on bringing problems to resolution, and escalated as necessary to meet critical project deadlines.

PROFESSIONAL EXPERIENCE (CONTINUED)

Vice President of Construction, Interstate Construction Group, Inc., Puyallup, WA 2003 – 2009
Maintained full responsibility for planning, directing, coordinating, and overseeing activities concerning design build construction projects. Accountable for performing all facets of project management including estimating, contract administration, cost controls, scheduling, and risk management. Collaborated and communicated with a wide range of professionals both internally and externally to ensure successful on-time completion of projects.

- Managed and worked effectively with supervisory personnel, owners, subcontractors, and design professionals to discuss and resolve project matters such as work procedures, construction challenges, and any complaints.
- Promoted job site safety, encouraged safe work practices, and rectified any hazards immediately as well as ensured compliance with OSHA regulations and guidelines and company safety policies, procedures, and protocols.
- Applied a technical aptitude to read and understand specifications and drawings, identify and mitigate potential problems with construction plans, and to accurately estimate project timelines, budgets, and deliverables.
- Oversaw construction budgets and project estimates, completed detailed progress and cost tracking reports as necessary, and requisitioned supplies and materials required to keep projects efficiently moving forward.

Sr. Project Manager, Ledcor Construction, Bellevue, WA 1998 – 2003
Held responsible for managing and coordinating fast-track construction projects domestically and in Puerto Rico including numerous Costco Wholesale and Fred Meyer construction projects. Accountable for preconstruction services and implementation of cost/schedule controls, procurement of agency approvals and permits, analyzing and resolving complex construction issues, and providing leadership, direction, and support to team members.

- Managed project deliverables, cost estimates, negotiations, detailed scopes of work, activity scheduling, and quality control. Maintained client relationships through regular contact/meetings and problem resolution.
- Displayed strong collaboration and leadership skills, attention to detail and deadlines, and ability to multi-task, take ownership of projects, and to work cross-functionally with individuals at all levels within the company.
- Supervised and coordinated project crew activities, reviewed project schedules and plans, scheduled materials and subcontractors, managed construction resources, and estimated work requirements for job completion.
- Recognized by management for anticipating problems, presenting effective solutions/recommendations, team collaboration and cooperation, exceeding goals/expectations, and consistently delivering outstanding results.

Project Manager, Ferguson Construction Company, Bellevue, WA 1996 – 1998
Leveraged strong project leadership and construction industry knowledge to provide administrative and technical services in the fields of project scheduling, cost engineering, subcontractor coordination/oversight, and general project administration. Demonstrated excellent communication skills while interfacing with architects, owners, and subcontractors on numerous projects for Costco Wholesale, Home Depot, and Noll Manufacturing Facility.

- Maintained productive relationships and open communication with team members and customers throughout the project lifecycle to ensure that all project deliverables, requirements, timelines, and objectives were achieved.
- Served as subject matter expert and point-of-contact as needed on escalated project/construction issues due to experience and a willingness to devote the time necessary to investigate and determine effective solutions.
- Established a successful track record of managing and completing multiple activities within tight deadlines and constraints, taking initiative to work on challenging projects, and contributing to overall business success.

EDUCATION

Construction Management / Project Management Coursework, Washington State University, Pullman, WA
Manufacturing / Machine Tooling / Business Courses, Green River and Fort Steilacoom CC, Washington

February 2, 2010

To Whom It May Concern:

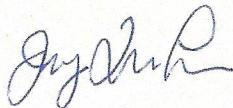
Re: Letter of Recommendation - Ken Lorenz

Dear Sir or Madame:

I am writing this letter of recommendation in support of Ken Lorenz. I have known Ken in a professional capacity for over seventeen years. He has played an instrumental part in assuring that the construction was complete on approximately 150 Costco Wholesale projects as well as over 25 Fred Meyer projects. He has always displayed full commitment to any project that he has overseen and has taken personal responsibility to finish each project on schedule and on budget, which in turn has kept the Client pleased.

Ken has a great passion for his profession and takes action as a self-starter. He is definitely a hard worker and is able to get the job done. Should you require any additional information regarding this matter, please contact me at 425.463.2000. Thank you.

Sincerely,



Jerry Lee
Board Chairman

July 28 2015

Attn: **To Whom It May Concern:**

Re: **Recommendation for Universal Building Systems**

I rarely write reference letters, but after working closely with Ken Lorenz of Universal Building Systems over the course of numerous projects, I would like to offer my wholehearted recommendation as to Ken and Universal's qualifications and capabilities. There are few individuals that truly understand the many aspects of developing and constructing small to large projects, from entitlement and funding, to design and construction, Ken is one of these individuals that can add value to each aspect.

Universal Building Systems can provide large contractor services while at the same time maintaining a hands-on small firm approach. From my vantage point, I find that Ken's involvement throughout each phase of development and construction is stellar. He understands land issues, financing, design and how to work in a challenging environment to bring the overall construction to an on-time completion.

Ken is well respected by all members of development, design and construction teams from the Owner to subcontractors. It is hard for me to think of another contractor in which the design team were treated better and made to feel a part of the construction team.

Ken's excellent problem-solving, prioritization and communication skills are evident throughout all projects. He does an excellent job of keeping owners informed, he creates an environment of trust that minimized distractions and allows all to focus on completing the work.

As a contractor, Ken is laser focused on the budget and schedule. His attention to detail leads to a focused team, high quality workmanship, plus he treats everyone in a positive manner, creating a good environment for all to work in. In addition, Ken is a timely decision maker and watches the bottom line. He is one of the most effective contractors that I have had the pleasure to work with over 25+ years in the business. We highly recommend him for our projects and that of others.

If you have any questions please feel free to contact me.

Sincerely,
Freiheit & Ho Architects, Inc., P.S.



DAVID S. HILLS | AIA | LEED AP BD+C

President

Universal_Building_recommend.docx

