

Adam Poniatowski

Email: adamponiat123@gmail.com

Cell: 845-650-8257

EMPLOYMENT EXPERIENCE

Field Project Manager, Scheduler, and Estimator, Wu & Associates

Mt. Laurel, NJ (Oct. 2022 – Present)

Field Manager for a registered MWBE Historic Renovation General Contractor based in Southern, NJ working on numerous Design Build, DBB, and CM projects for USACE and NAVFAC. Responsible for preparing bids through subcontractor outreach, bid walks, RFI's, research compilation, takeoffs, and scope sheets. Handled material procurement through purchase and change orders. Prepared and completed submittals, RFI's, progress payments, and invoices through Resident Management System (RMS) and certified as CQM-C with USACE and NAVFAC. Proficient in use of Primavera P6 to create and update schedules for progress payment schedules, cost loading, and invoices. Involved and worked on the following projects:

Norfolk Dam Powerhouse Elevator in Norfolk, AR (Range \$5-\$10M)

Naval Air Weapons Station China Lake in Ridgecrest, CA (Range \$500k-1M)

Site Improvements Washington Crossing Historic Park in Washington Crossing, PA (\$5-\$10M)

SUNY New Paltz Elevator Modernization in New Paltz, NY (Range \$5-\$10M)

Project Manager, Transpol, Inc.

Brooklyn, NY (June 2019 – May 2022)

Responsible for assisting in the management of Transpol's Main Office. Organized bidding and contract paperwork. Prepared correspondence and responses to regulatory actions. Point of contact with clients and owners' representatives. Experience annotating and editing plans with AutoCAD and Revit. Reviewed shop drawings and created RFI's. Scheduled material for various building elements slabs, columns, beams, shear-walls, footings. Made Field visits during construction phase with Owner and Architects. Discussed and established scope of work and prepared Proposals and Bids with estimating team. Managed Payroll and onboarding of new team members and training. Notable projects include:

Queens Animal Care Center in Ridgewood, NY (Range \$1-\$5M)

Construction Site Safety Manager, GP Contracting Corp.

Brooklyn, NY (December 2018 – June 2019)

Responsible for maintaining general construction site safety for ensuring compliance to all applicable legislation, codes and standards. Conducted safety and environmental audits and inspections and maintain records. Researched and prepared topics and conducted employee meetings with department managers. Performed safety orientations for all employees, contractors and visitors. Maintained and updated training records. Maintained and updated Safety Data Sheets and related material. Coordinate with outside vendors to complete safety work as needed. Routine monitoring of construction to promote safe working conditions. Correspondence with contractors and subcontractors regarding plans to update project manager and owner with progress reports.

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NYC Department of Education, IT Technician

Brooklyn, NY (May 2017 – August 2018)

Responsible for responding to emergent requests for IT assistance and general maintenance of IT equipment and systems architecture. Responsible for taking delivery of equipment worth over \$800,000. Special responsibilities included repair of equipment and debugging.

EDUCATION

University of Southern Mississippi, Hattiesburg, MS. Construction Engineering and Technology, Bachelor of Science. December 2021.

Brooklyn Technical High School, Brooklyn, NY

Advanced Regents Diploma, June 2017.

ADDITIONAL CREDENTIALS

Osha 30-Hr Outreach Training for Construction Industry

Construction #: 20-0107970 General #: 20-0079854

CQC-M Certificate- USACE/NAVFAC

SPK-USACE-02-22-00836

Security Clearance to work on Government Projects

Foreign Languages

Low-level proficiency in reading, writing, and speaking Spanish.

Computer Proficiency

Excellent proficiency in MS Word, MS Excel, and MS Project.

Certified proficiency in Resident Management System (RMS)

Excellent proficiency in Primavera P6.

Certified proficiency in Autodesk Revit and AutoCAD. Proficient in MultiSIM and Python.

Experience using Quickbooks.

References:

Transpol Contracting Inc.- Zbigniew Stec (Ziggy)- Cell: 917-780-0306

GP Contracting Corp.- Gregory Blakowicz- Cell: 646-321-1728

Brooklyn Technical High School- Liju Abraham- 718-804-6400 ext. 6543