

# PHILIP A. CLOW

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## PROFESSIONAL PROFILE

As a project manager with more than 13 years of construction and project organization experience, I've managed jobs of various types, size and complexity. Separately, for seven years, I supervised 26 employees while helping to manage a manufacturing facility with gross annual sales of \$7 million. I currently own and operate Clow Construction Company, Inc., providing construction project management and on-site field supervision services to general contractors nationwide.

I offer personal traits of integrity, strong work ethic, detail orientation and strong communication skills – and significant business development/administration and construction project experience.

## ABILITIES/QUALIFICATIONS

### Project Management

- Oversee projects from pre-construction to closeout
- Develop preconstruction project budgets
- Perform project estimates
- Generate and maintain computerized construction project schedules
- Develop and/or review owner contracts
- Review contract proposals and project requirements
- Qualify project subcontractors and vendors
- Negotiate work scope and develop contracts with subcontractors
- Originate and process project purchase orders
- Responsible for project buyout
- Manage project administrative personnel
- Serve as liaison between subcontractors and cross functional project teams such as architects and engineers
- Prepare and lead regularly scheduled owner project progress meetings
- Perform cost control activities.
- Provide project status reports to sponsors and stakeholders as required
- Monitor all project control processes including RFI's, change orders and project submittals
- Identify and monitor long lead and potential cost escalation items
- Prepare and process contract change orders and facilitate negotiations between multiple parties
- Issue and review project guarantees, operating instructions and warranties
- Assemble operation and maintenance manuals and owner materials

### Project Supervision

- Supervise and coordinate all on-site subcontractors
- Direct field personnel for all company performed activities
- Perform constructability reviews during Design Development
- Analyze and review project blueprints, specifications and project shop drawings
- Prepare and lead weekly staff and subcontractor coordination meetings
- Chair weekly on-site safety meetings
- Conduct regular site inspections
- Responsible for quality assurance and quality control activities
- Produce, update and complete project punch lists
- Prepare and assemble as-built drawings,

#### Business Operations/Administration

- Responsible for all business administration including business development, accounting and personnel
- Maintained records for DOT, FDA and EPA regulatory agencies
- Supervised accounts receivable, accounts payable, inventory control, payroll and computerized accounting systems
- Directly responsible for business financing, land acquisition, project design and pre-construction planning
- Oversee production scheduling, distribution and dispatching of multiple tractor trailer units serving clients in 40 states nationwide

#### Technological

- Well versed in Microsoft Office Suite
- Proficient in Microsoft Project and Primavera SureTrak

#### Management/Training/Human Resources

- Manage multiple employees including administration, manufacturing, warehouse and delivery personnel
- Conducted employee performance reviews and work citations
- Responsible for employee interviews, selection and terminations
- Develop and monitor corporate safety program and employee handbook

#### Customer Service/Communication

- Develop and maintain excellent customer relations and product satisfaction
- Liaise with clients and contractors
- Maintain professional and effective relationships with team members, customers and municipal authorities

#### Marketing/Business Development

- Review and submit RFP's for prospective projects
- Direct the development and manage the content for [www.clowconstruction.com](http://www.clowconstruction.com)
- Attend regular industry and association meetings

### **EMPLOYMENT HISTORY**

10/2005 – Present Business Owner, Clow Construction Company, Inc., St. Louis, MO  
*Projects: Mio Sushi, Jamba Juice, Fred Meyer, Client Services, Grace Union Church*

08/2004 – 10/2005 Construction Project Manager, Robinson Construction, Inc., Portland, OR  
*Projects: LA Fitness Center, Elton Gregory Middle School and Tom McCall Elementary School*

03/2000 – 08/2004 Construction Project Manager, Rocky Ridge Development, LLC, St. Louis, MO  
*Projects: Custom and speculative home construction, St. Louis metro area*

10/1993 – 03/2000 General Manager, JC Feed Mills, Inc., Waterloo, IA

01/1990 – 10/2003 Project Engineer, Koll Construction Company, Portland, OR  
*Projects: Nike World Campus, Oregon Museum of Science and Industry*

### **EDUCATION AND TRAINING**

Bachelor of Science, Construction & Industrial Management  
Missouri State University, Springfield, MO - 1989