

**Thomas J. Lawless, III**  
**P.O. Box 701361 San Antonio, Texas 78270**  
**210/ 957-3846 texastiger.hou @ juno.com**

**Professional Experience:**

**Bartlett Cocke General Contractors---Commercial General Contractor**  
**8706 Lockway, San Antonio, Texas 78217...210/ 655-1031**

February, 2008---June, 2009...Assistant Project Manager

- Projects Completed or in Progress:
  - Kuentz Elementary School - Northside ISD, San Antonio, Texas \$ 19.9 Million
  - Pat Henderson Elementary School - Northside ISD, San Antonio, Texas \$ 20.4 Million
- Assist in Project Coordination and management including:
  - Prepare monthly cost analysis and projections for review.
  - Prepare and review monthly pay applications for submittal to Owners

Prepare monthly Project Status Reports

Write and

negotiate contracts and purchase order contracts

Review construction schedule with Superintendents

Prepare and price Proposal Requests, ASI's, and Change Orders.

Participation in pre construction services incl. hand off meetings

- Distribution of Construction Plans and Specifications to subcontractor's as required.
- Setup and monitoring of subcontractor insurance coverage incl. bonds, builders risk and workers comp
- Organize and monitor subcontractor OSHA competent safety certifications and onsite personnel
- Coordinate permits incl. procurement with municipalities, utilities, SWPPP and TCEQ
- Review, process, and distribution of Submittals incl. setup of Submittal Logs
- Generate, process, and distribution of Requests for Information (RFI) incl. RFI Logs
- Scope, distribute, and evaluate Architectural Supplemental Instructions (ASI) incl. ASI Logs
- Assemble and review pricing changes for Proposal Request (PR's) incl. PR Logs
- Posting of all Construction drawings and As Builts for Project
- Manage/update plan room for all drawings incl. Construction, record, reference, shop and as-builts drawings
- Organize, conduct and record Project Meetings including Owners, subcontractor, safety, and MEP coordination
- Organize, monitor, review, distribute and coordinate final Punch Lists and Attic Stock material.
- Project Closeout incl. organization, review, process and distribution. Close out MEP meetings, Warranties, O&M Manuals, Release of Liens, as builts, punch lists to Owner and transferring of data to storage
- Computer competent incl. Constructware™, Microsoft Word, and Excel
- Storm Water Pollution Prevention Plan inspector qualified for TCEQ.
- OSHA 10 Hour Certified

**Weslayan Construction Company, Inc.---Commercial General Contractor**  
**P.O. Box 56366, Houston, Texas 77256-6366...713/ 665-7045**

April, 1977---2007...President, CEO

- Responsible for organization and operational phases of Commercial General Contractor (\$2.0 million)
- Development of construction projects through client relationships with Architects, Engineers, Property Managers, Owner contacts and negotiated special projects
- Formulations of bid proposals through plans/specifications review, material take-offs, subcontractor bid procurement, construction bid tabulations, overhead and profit calculations and bid presentations
- Administrative coordinator for contract documentation, including contracts, subcontracts, changeorders, progress payments, lien releases, project closeout/completion, certification, bonding and insurance requirements.
- On site coordination, construction schedules, supervision and superintendent status on projects
- Weslayan Projects-Clients include Exxon Company, USA, Bowen Tools, Inc, KHOU Television, Office Buildings of Houston, Inc., Burger King Corporation, Trammel Crow Company, Alief ISD, Lincoln Property Company, West Houston Hospital, JC Penney Company, Transwestern Property Company, Coca Cola USA, Griffin/Juban Properties, Inc, Toys "R" Us, Houston Community College, National Oilwell, MD Anderson Hospital

**University of Houston Real Estate Institute  
Houston, Texas 77002**

September 1986-September, 1994...Instructor

- Instructor for Residential Construction Inspection for the State of Texas licensing requirements.
- Involved the basics of residential construction, items to be inspected, how to inspect these items and reports involved in the process. This course was taught approximately three times per year for a period of 48 hours overall.

**Circle Double "C" Enterprises, Inc.---Commercial General Contractor  
The Woodlands, Texas 77380**

July, 1976-April, 1977...Vice President

- Responsible for various supervisory positions within company
- Preparation of bid proposals and cost estimates for bid and negotiated projects
- Project management responsibilities involving building site, construction schedules, cost guidelines, daily job progress reports, and general superintendent functions
- CC Enterprises Projects-Clients included Montgomery County Health Unit, Woodlands Inn, Progress Drilling Corporation, Conroe YMCA, Houston First Savings, Spring ISD, Texas Southern University, Sagemeadows MUD

**Ford Motor Company---Ford Parts and Service Division  
Dearborn, Michigan**

April, 1972-March, 1973...Field Representative

- Responsible for assisting Zone Management in sales contacts, sales clinics, and service meetings for franchised Ford Dealers, independent warehouse and glass distributors

April, 1973-August, 1975...Zone Manager

- Responsible for sales contacts, service meetings, sales clinics, product information, policy implementation, and sales promotion for (32) franchised Ford dealers, (3) independent warehouse and (1) super glass distributor, fleet accounts, and national accounts to promote sales of Ford products (\$4.0 million)

**Texas Eastern Transmission Corporation  
Houston, Texas**

October, 1970-March, 1972...Buyer-Purchasing Agent

- Responsible for purchase contracts of technical and non technical material, solicitation and analysis of quotes, cost analysis, forecasts, and accountability for monthly and yearly purchase requirements of technical, non technical, and specialty items for maintenance and operational activities of a major natural gas transmission Company.

**University-Professional Training:**

Bachelor of Business Administration —Texas Tech University, Lubbock, Texas  
 Graduate Study ---South Texas College of Law, Houston, Texas  
 Graduate Kirby Pre-engineered Building System School , Houston, Texas  
 Continuing Education Faculty —Real Estate Institute, Univ. of Houston, Houston, Texas  
 State of Texas Licensed Real Estate Inspector  
 State of Texas Licensed Wholesale Nurseryman

**Organizational Memberships:**

American Management Association	LSU Athletic Foundation
American Society Of Construction Analysts	Smithville Chamber of Commerce
Associated Builders/Contractors Associate	Smithville Public Library Friends
Texas Tech COBA Alumni Association	Friends of Science Park-MD Anderson
Lifetime Member-Houston Livestock Show & Rodeo	

**References:**

Mr. Jerry Hoog...	Vice President, Bartlett Cocke GC...San Antonio, Texas	210/ 655-1031
Ms. Sara Flowers...	AIA, Oneil Conrad Oppelt Architects...San Antonio, Texas	210/ 829-1737
Mr. John Castoreno...	AIA, Marmon Mok Architects...San Antonio, Texas	210/ 223-9492
Mr. Tom Curiel...	Sr.Project Manager, Northside ISD, San Antonio, Texas	210/ 397-1200
Mr. Thomas S. Roden...	Architectural Designer...Houston, Texas	713/ 526-1077
Mr. William Byerly...	Byerly Company...Houston, Texas	713/ 526-1080
Mr. Michael Curry...	Attorney At Law...Phoenix, Arizona	602/ 744-5908
Mr. Mark Ray...	President, Kennsington Properties, Inc...Houston, Texas	713/ 828-0320