

Kevin Kowal

172 Greenwood Avenue ♦ Winnipeg, MB ♦ R2M 2T5 ♦ Phone: 204-451-1240 ♦ ktkowal@gmail.com

This resume is meant to be used in conjunction with: www.KevinOne.com/profile

Core Competencies

ITIL V3 Certified
Build strong cases for disputes
Expert User Microsoft Office
Web Design / CMS

CompTIA Network+ Certified
Project Reporting and Analysis
Successful Trainer
Various Hardware Experience

Microsoft Certified Professional
Learns New Industries Quickly
Expert Knowledge Cloud Computing
Excellent English Written & Spoken

Professional Experience

SUDERMAN'S CONCRETE LTD.

Dec 2015 – Dec 2017

Project Manager/Project Coordinator/IT Manager

I came to this role as a technical project manager. Documenting the processes and daily activities of the projects was the main focus. The key element that I brought to this position was getting the information about the projects that the owners need so they can make informed decisions. This information was used to better forecast cash flow and to obtain better compensation during contract disputes.

Key Achievements

- Created detailed financial tracking spreadsheets that allowed proper forecasting of cash flow
- Project cost forecasts to provide early warning on discrepancies to allow mitigation saving time and money
- Maintaining and updating project logs and taking site progress pictures used in claims & contract disputes resulting in larger compensation values
- Changes and ensuring proper responses, information shared with relevant personnel and ensuring the company is properly compensated (change management)
- Planning and documenting non-conforming work to rectify quickly and ensuring all participants understand what is required
- Maintaining project plans with relevant updates clearly noted to prevent them being missed avoiding extra costs
- Coordinate with the foremen/president for queries that need to be raised; prepare Request for Information from the client.
- Develop work schedules for projects, preparing updated changes, and leading pull plan meetings for our scope
- Researched estimating software; chose PlanSwift and implemented it within the company this saved the company time and money on the estimating process. It also allowed for better accuracy in the estimating process
- Manage multiple projects at one time
- Maintain in-house systems including Server 2008 with Active Directory, remote access for users, offline files, cloud backup, achieved zero downtime

50THCENTURY.COM

2015 (3-month term)

Acting General Manager

As a startup company there were many roles to fill, mostly in sales. As a member of the management team I was also part of the planning in all aspects of the company.

Key Achievements:

- Cold Call sales
- Planning for presentations to vertical markets
- Implemented the process for hiring new software developers
- Researched Cloud Storage Solutions for custom developed software
- Part of the management and strategy team for marketing, planning, and code of conduct

WEB WIZARDS INC.

2014-2015

Project Manager

Managing a team of 9 developers and designers to create high quality web applications. Day-to-Day organization of tasks and ensuring that timelines were being met.

Key Achievements:

- Implemented software to make documentation easier
- Implemented knowledgebase for in-house lessons learned
- Ensuring that timelines and budgets were met. Liaised with clients if deviations occurred.
- Managed multiple projects at a single time
- Implemented regular staff meetings to inform staff and allow for the airing of grievances

Kevin Kowal

172 Greenwood Avenue ♦ Winnipeg, MB ♦ R2M 2T5 ♦ Phone: 204-451-1240 ♦ ktkowal@gmail.com

This resume is meant to be used in conjunction with: www.KevinOne.com/profile

PEMBINA TRAILS SCHOOL DIVISION

2010 – 2014

Instructional Technology Assistant

This was a service roll. Ensuring that the IT used in the division was understood and accepted by the staff. This was done through written, video, and in-person delivery. Worked with teams as lead or as a member on projects.

Key Achievements:

- *Developed training materials that have received numerous commendations; manuals, videos, classroom delivery (please see www.KevinOne.com/profile for examples)*
- *Initiated highly successful Lunch & Learn training series delivered in class and by webinar*
- *Improved overall impression and reputation of the IT Department through refining customer service*
- *Researched and implemented many customer service improvements*
- *Lead on major projects such as submission of Provincial records for school enrollment and graduations*
- *Installation and configuration of audio/visual equipment thought schools*

OMT TECHNOLOGIES INC.

1997 - 2009

Technician / Trainer (1997-2002)

Project Manager / Trainer (2002-2008)

QA Lead (2008-2009)

Software company that developed software package for use in the radio broadcast industry.

- *Developed employee training program that included manuals and tests*
- *Created curriculum, lesson plans, training manuals, forms, tests and examinations, presentation, resource, and educational materials improving client knowledge base*
- *Customer relations through support, training, and interactions*
- *Served as project manager for two of the largest installations (Galaxie and Max Trax)*
 - *The software for both projects was not ready on time. I was able to impress the clients enough for them not to invoke late fees that were part of the contracts.*
- *Created QA Lab and developed recommended hardware and software platform*
- *Performed the installation, testing, and maintenance of networks, computer hardware configuration, and software*
- *Performed testing of hardware and software to determine appropriate configurations for installations*
- *Delivered on-site, remote, and in-house training session both individualized and in groups*
- *Customer support*

SIDUS SYSTEMS INC., RDM COMPUTERS, AND MICRO MART

1989 – 1997

Computer Technician/Network Specialist/End User Trainer

- *Performed computer technician functions providing onsite services and repairs to commercial operations*
- *Designed and installed networks including LANtastic, Novell 2,3 and 4, and Windows NT*
- *Provided support to end user clients*
- *Provided training on computer programs and usage*

Kevin Kowal

172 Greenwood Avenue ♦ Winnipeg, MB ♦ R2M 2T5 ♦ Phone: 204-451-1240 ♦ ktkowal@gmail.com

This resume is meant to be used in conjunction with: www.KevinOne.com/profile

Self-Employment Experience

SYL & DAVE'S TRADING ADVENTURE

January 2010 – October 2014

Technical Director

- Responsible for technical operations including website development and documentation of all processes, passwords and pertinent information
- Successfully integrated Forum, Billing System, and Community Builder software
- Standardized all staff on Office 2010 utilizing OneDrive for central storage
- Maintained website and monitor analytics to ensure maximum efficiency
- Maintain subscriptions to all supporting services (Webhost, GoToWebinar, Screencast)
- Developed sales training program using customized manuals and presentations
- Online marketing utilizing social media and video creation (Facebook, Twitter, YouTube)

KEVINONE.COM

2012 - Present

Owner

- Web Design services focusing on affordability and complete service
- Social media updates and developing a company's voice
- IT services for small businesses
- Create and facilitate sales of electronically delivered products
- Developed website using Joomla platform with ClickBank for handling payment and site affiliates
- Monitor Analytics and improve SEO through improving metadata

Education & Certifications

- ITIL Foundation V3
 - CompTIA Network Certified Professional
 - Certified Professional, Microsoft
 - Certified Printer Technician, Okidata
 - Various Software certifications, Lynda.com
-

SUDERMAN'S CONCRETE LTD.

38 Maindu Bay
Grande Pointe, MB R5A 1H7

December 19, 2017

RE: Employment Reference for Kevin Kowal

To whom it may concern,

Kevin Kowal worked for Suderman's Concrete Ltd. from December 14, 2015 – December 19, 2017. Due to work shortage we were faced with the necessity to restructure and as a direct result Kevin was released from his position of Project Coordinator and IT Systems Administrator.

Throughout Kevin's time with Suderman's Concrete he has proven to be extremely dependable. His exceptional skill to document deficiencies on our construction job sites has proven to be a huge asset to our team. Kevin is proficient with managing our IT system and has been able to ensure that we have had zero down time.

During Kevin's time with Suderman's Concrete he was responsible for overseeing our IT system and was responsible for managing our job site projects. This involved frequent site visits, taking pictures of job progression, documenting steps in the construction process, being proactive when he noticed that the job site foreman was not meeting the schedule. Kevin also was required to do all the job costing for each job we were awarded. He created in-depth excel spreadsheets with multiple formulas built in. He sourced estimating software and was an integral part of the team for implementation and training. With Kevin's radio background he voiced over PowerPoint presentations to create training video for our staff. These are a few examples of Kevin's skill set that he brought to our team.

Kevin would be an asset for your company and has my highest recommendation. If you have any further questions with regards to his background or qualifications, please do not hesitate to contact me.

Yours sincerely,



Brian Suderman, President
Suderman's Concrete Ltd.