

TERRY WISELY

AI Implementation Specialist · Construction Operations · Workflow Automation

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PROFESSIONAL SUMMARY

Construction Project Manager who built and deployed a 15-skill AI toolkit currently running across 4 active commercial projects, recovering ~42 hours of PM time per month at current usage. 30+ years of commercial construction operations combined with hands-on AI implementation: design, build, deploy, train end-users, measure results. Built solo, in roughly 90 days, on top of a full project workload. Seeking an AI Implementation role where deep operational expertise and the ability to ship working tools — not just slides — drive measurable workflow change.

CORE COMPETENCIES

AI Implementation Workflow design · Skill / agent development · LLM prompt engineering · REST API integration · User adoption & change management · ROI measurement

Construction Operations Project Management (30+ yrs) · Procore (16+ yrs, early adopter) · Subcontractor & owner relations · Cost control & job costing · Contracts & change management · RFI / Submittal / Pay-app workflow

Tech Stack Claude / Anthropic API · Python · Node.js · Make.com · Cloudflare Workers · Procore API · Foundation · React · FastAPI · Git / GitHub

RSC AI TOOLKIT — 15 SKILLS IN PRODUCTION

A custom toolkit automating the paperwork side of project management — invoice coding, change orders, RFIs, meeting agendas, and reporting — across every active Rick Scott Construction job. Six categories. Built solo. In production today.

Billing & Financial *money out the door, faster and cleaner*

- **Receipt / Invoice Coder** — auto-stamps every PDF in the AP queue with the correct cost code and project
- **OK-to-Pay Reviewer** — cross-references the aging report against the pay app and highlights subs to pay
- **Job Cost Reviewer** — generates the monthly Foundation paste-ready workbook with variance commentary

Change Orders & Modifications *CMODs from quote to executed in hours, not days*

- **Osage CMOD Generator** — adds the new CM tab to the Osage log, applies the 6% fee math, drafts the architect email
- **Autumn Park CMOD Generator** — same workflow, sized for the Autumn Park log and owner email
- **Approved CMOD Workflow** — fires once a CMOD is signed; extracts every sub, drafts the change-order requests for accounting and sub-facing notifications

Meetings & Reporting *no more Sunday nights writing the Monday update*

- **Operations Meeting Report** — Monday-morning status report for any project, OneNote-ready
- **OAC Agenda Builder** — pulls Procore RFIs, submittals, and photos and builds the OAC agenda directly in Procore via REST API
- **Meeting Minutes Processor** — converts raw notes / Otter.ai transcripts into clean distributed minutes with an action-item table
- **OAC Meeting Minutes (Osage)** — Osage-specific format with attendee and action conventions
- **RSC Brand & Agenda Book Design System** — branded design system for the monthly Agenda Book and any client deliverable

Submittals & RFIs *every RFI to the architect drafted in 90 seconds*

- **Procore RFI Drafter** — drafts and submits to Procore via REST API; always lands as DRAFT for review

Email & Communication *inbox triage, on the go*

- **Email Triage / Action Items Logger** — parses inbound emails, classifies them, logs to a master tracker
- **Read Email Aloud** — TTS so I can clear the inbox while driving or walking the field

Field Operations *compliance docs that update themselves*

- **Section 3 Compliance Tracker** — scans sub folders, updates the Autumn Park Section 3 workbook, flags missing reports

BUSINESS IMPACT

The problem. Construction PM work isn't held back by construction knowledge — it's held back by paperwork. Coding invoices, drafting RFIs, writing CMODs, building meeting agendas, and producing weekly reports all consume hours that should be on the jobsite or with subcontractors.

The result. ~42 hours/month of PM time recovered at current usage — a full work-week back, every month. The skills also enforce company standards automatically: correct cost codes, the 6% CMOD fee math, the right email tone, the right brand colors, the right people CC'd. Quality goes up while time goes down.

How it scales. Every skill was built once and runs for any matching project. Adding a new job is a one-line change. Onboarding a new PM means handing them the skill set, not asking them to memorize cost codes and email templates. The same engine that drafts an Osage CMOD drafts an Autumn Park CMOD.

PROFESSIONAL EXPERIENCE

Project Manager — Rick Scott Construction · Tulsa, OK 2021 – Present

- Manage 4 concurrent active projects totaling \$20M+ in contract value: Osage Casino Expansion (Ponca City), Autumn Park Apartments Renovation (Bixby), Chickasaw CDC, and Country Oaks
- Designed, built, and deployed the 15-skill RSC AI Toolkit currently in daily production use across the active job book
- Integrated Procore REST API for autonomous RFI drafting and submission; eliminated manual dashboard back-and-forth on active projects
- Built Otter.ai → Make.com → Word pipeline for automated meeting minutes and Monday-morning ops reporting (~5 hrs/week saved per active project)
- Created multi-project Contingency Modification workflow that applies the 6% fee math automatically and produces a signature-ready PDF package
- Procore early adopter and internal champion; drove platform adoption and feature utilization across project teams

Project Manager / Superintendent — CMS Willowbrook · Oklahoma 2008 – 2021

- Full project lifecycle management across 30+ commercial projects: K-12 schools, higher education, government, healthcare, and tribal gaming
- LEED Gold delivery: DHS-CAP Office Space Renovation, Oklahoma City
- Notable projects: Cameron University Athletic Center, Donald W. Reynolds Library, Duncan Public Schools HS Addition, Great Plains Technology Center, multiple OSU and OU facilities, 15+ Oklahoma school district projects
- Subcontractor procurement, contract negotiation, schedule management, and owner relations

EDUCATION & CERTIFICATIONS

- Southeast Kansas Area VoTech — Commercial Construction Apprenticeship
- OSHA 30-Hour · OSHA 10-Hour · CPR & First Aid · Competent Person Training
- AI & Technology (2023–2026): Claude API, Python, Make.com, Cloudflare Workers, Git/GitHub, FastAPI, Procore API

PROFESSIONAL AFFILIATIONS

Associated General Contractors of Oklahoma (AGC) · Member, Cherokee Nation