

CONSTRUCTION ESTIMATOR

Summary

- Energetic Construction Manager consistently involved in all facets of building construction. Specialty in commercial structures and municipal bridges.
- Proactive Project Manager experienced in managing a variety of construction teams and projects. Successful in creating effective communication between personnel, general contractors and the management team.
- Analytical [Job Title] skilled at predicting construction project duration and managing tight deadlines.
- Results-oriented Construction Manager specializing in industrial and commercial projects. Demonstrated expertise in permitting and building code, seismic retrofitting and construction planning.
- Dependable and self motivated professional with 6+ years' progressively responsible experience in the construction estimation field. Track record of identifying labor, material, and time requirements by studying proposals, specifications, construction plans, and associated documents. Possess thorough understanding of fundamental construction principles.

Skills

- In depth knowledge of residential construction materials, methods, and systems
- Highly skilled in obtaining bids from suppliers, negotiating prices, calculating cost factors and prepares estimates
- Highly skilled in problem solving, and time and resource management
- Proficient in MS Office, AutoCAD, and PlanSwift estimating software
- Honest, hardworking, confident, and patient individual, a ability to work independently with minimum supervision or in a team based environment
- Comfortable to spend extra time and efforts to meet the job requirements

Experience

12/2012 - Current

Company Name 1/4 City , State Construction Estimator

- Qualified competitive subcontractor bids prior to execution of contracts.
- Carefully coordinated plans and specs using marketing programming standards.
- Educated general contractor personnel on the quality standards throughout the construction process.
- Managed a team of [Number] onsite general contractors for [Number] months.
- Reviewed and investigated Proposed Change Order Requests (PCOR).
- Assigned projects and tasks to employees based on their competencies and specialties.
- Followed through with competent execution of project plans by providing proper tools and equipment to all construction personnel.
- Performed construction site pre-inspections and coordinated post-construction audits.
- Accurately provided status information on project progress to the project management.
- Efficiently recorded and rejected incorrect deliveries of material to site.
- Led and managed resolution of all issues during project construction and commissioning phases.
- .Led the planning, budgeting and direction of all construction projects.
- Assisted the project manager with bidding new jobs and projects.
- Managed a project budget of \$[Amount].
- Defined project deliverables and monitored status of tasks.
- Drafted action plans and led meetings with department executives to review project status and proposed changes.
- Collaborated with cross-functional teams to draft project schedules and plans.
- Monitored costs, timescales and resources used to achieve [Goal].
- Served as the single point of contact for project scheduling and changes.
- Updated and managed [Number] project databases.
- Audited [Number] work plans per [Time period] and offered recommendations for improvements.
- Troubleshooted electrical and mechanical defects for residential, commercial and industrial sites.
- Assisted in implementation of operations, maintenance and capital programs.
- Counted and verified orders picked to ensure accuracy.
- Ensured customer satisfaction by providing highest quality of products by ensuring all equipment was properly installed and working correctly.
- Planned work and determined appropriate tools and equipment.
- Processed work orders and prioritized jobs.
- Provided equipment installations for a developing residential community of 40 units, working successfully according to project plans and quality standards.
- Reviewed project drawings to perform installation activities according to specifications.
- Assisted in management of business operations by maintaining records and files, preparing cost and inventory reports, and ordering supplies.
- Managed work with little supervision.
- Drafted detailed drawings of structures, specifying dimensions and materials needed.
- Developed and monitored internal financial budgets.
- Reported on status of design process and cost analysis to project manager.
- Drafted technical write-ups for proposals and projects.
- Reviewed completed reports, plans, estimates and calculations for accuracy.

12/2009 - 06/2012

Company Name 1/4 City , State Construction Manager

- Qualified competitive subcontractor bids prior to execution of contracts.
- Carefully coordinated plans and specs using marketing programming standards.
- Facilitated processing of RFI's, submittal and samples among the general contractor, the owner and the owners consultants.
- Managed the rights of way, easement and dedication processes.
- Educated general contractor personnel on the quality standards throughout the construction process.
- Obtained notices of completion and compliance certifications from all of the construction administration consultants.
- Acted as the liaison between landscape architects and the general contractors.
- Submitted all project closeout documents in accordance with the contract.
- Assigned projects and tasks to employees based on their competencies and specialties.
- Followed through with competent execution of project plans by providing proper tools and equipment to all construction personnel.
- Performed construction site pre-inspections and coordinated post-construction audits.
- Accurately provided status information on project progress to the project management. Led and managed resolution of all issues during project construction and commissioning phases.
- Assisted the project manager with bidding new jobs and projects.

07/2008 - 12/2009

Company Name 1/4 City , State Pre-Production Manager

- Carefully coordinated plans and specs using marketing programming standards.
- Acted as the liaison between landscape architects and the general contractors.
- Developed highly empathetic client relationships and earned reputation for exceeding sales goals.
- Computed accurate sales prices for purchase transactions.
- Performed construction site pre-inspections and coordinated post-construction audits.
- Defined project deliverables and monitored status of tasks.
- Drafted action plans and led meetings with department executives to review project status and proposed changes.
- Served as the single point of contact for project scheduling and changes.
- Addressed customer questions and concerns regarding products, prices and availability.
- Developed slideshows and other forms of media to present project progress to the executive team.
- Trained sales teams on educational products at seminars and special events.
- Answered customers' questions about products prices, availability, uses and credit terms.
- Determined the cost and pricing of proposals and bids. Estimated and quoted prices, credit and contract terms, warranties and delivery dates.

03/2006 - 11/2008

Company Name 1/4 City , State Real Estate Agent

- Counseled customers on market current status for residential and land markets.
- Guided home buyers and sellers through the process of short sales.
- Educated clients on the current real estate market and answered any questions they had.
- Developed an excellent rapport with custom builders to expand opportunities for growth.
- Wrote contract documents, purchase agreements and closing statements.
- Assisted in developing marketing material for properties.

05/2003 - 11/2008

Company Name 1/4 City , State Executive Assistant Manager

- Qualified competitive subcontractor bids prior to execution of contracts..
- Carefully coordinated plans and specs using marketing programming standards.
- Drafted meeting agendas, supplied advance materials and executed follow-up for meetings and team conferences.
- Cleaned all construction areas to avoid hazards.
- Performed heavy labor such as ditch digging, paving and hauling.
- Continually cleaned work areas and equipment.
- Discussed design standards and procedures with the directors of design and architecture.
- Created oral and written presentations for project designs and proposals.
- Defined project deliverables and monitored status of tasks. Updated and managed project databases.

05/2008 - 06/2008

Company Name 1/4 City , State Sales Associate

- Counseled customers on market current status for residential and land markets.
- Coordinated appointments with prospective buyers to showcase houses and plots.
- Wrote contract documents, purchase agreements and closing statements.
- Assisted in developing marketing material for properties.
- Actively follow-up with prospects and hot leads.

- Followed up with prospects throughout the sales process.
- Gathered, distributed and maintained all the materials for marketing plans.

Education

2004

Gettysburg College 1/4 City , State , US Bachelor of Arts : Business Management

Coursework in Economics

Coursework in Computer Science