

Artem Bondarenko

Project Estimator - Liberty Restoration Inc

Everett, WA 98204

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Perceptive Project Estimator offering 2 years of experience in developing and managing project estimates by coordinating with colleagues and clients. Successful in devising bid proposals in line with client specifications and objectives through clear communication and attention to detail. Driven to minimize costs by continually comparing project costs to estimates and coordinating with leaders on cost-cutting methods.

Customer-oriented transportation team member with proven safety skills and impeccable driving history. Log daily activities, coordinate customer documentation and collect payments to meet record keeping requirements. Skillfully plan efficient daily routes to meet customer needs and maximize delivery schedules.

Work Experience

Project Estimator

Liberty Restoration Inc - Lynnwood, WA

February 2018 to Present

- Delivered comprehensive bid proposals for water/fire loss projects and gained client approval on costs
- Utilized cost estimation systems to document project information, create estimates and revise project costs to reflect current data
- Provided accurate estimates by defining scope, timelines, potential setbacks and limitations
- Calculated correct costs for project-specific goods and services by gathering information from team members, sub-contractors and vendors
- Managed approximately 20 incoming/outgoing calls, emails and faxes per day from insurances and claim adjusters

Delivery Driver/Warehouse Worker

FunRent - Monroe, WA

May 2017 to September 2017

- Completed rush deliveries on tight timetables to satisfy customer needs
- Completed on-time deliveries by choosing best and most efficient routes
- Managed customer service issues with professionalism and analytical approaches to maintain satisfaction and promote continued brand loyalty
- Recorded each delivery using proper paperwork before leaving warehouse
- Contacted customers prior to delivery to confirm and coordinate delivery times

Car Salesman

Hyundai Of Seattle - Seattle, WA

October 2016 to February 2017

- Met customers on lot and in showroom to discuss available vehicles and options

- Responded to customer enquiries via telephone and email
- Answered telephone and email inquiries from potential customers
- Reviewed vehicles before final delivery to validate for completed tasks such as installed add-ons and damage corrections
- Greeted customers on lot and in showroom to answer questions about brand and available inventory
- Demonstrated vehicles and features, and conduct test drives

Delivery Driver

Statewide Restoration - Woodinville, WA

January 2016 to October 2016

- Pack out houses that have water/fire damage done to them
- Dispose of any unwanted items and deliver contents to warehouse for cleaning
- Buy and deliver materials to job sites
- Completed on-time deliveries by choosing best and most efficient routes
- Updated dispatchers frequently to convey changes such as route issues or weather delays potentially impacting delivery schedules
- Inspected truck equipment and supplies and reported problems and safety hazards to supervisors following each shift

Sales Associate

Party City - Everett, WA

October 2015 to November 2015

- Responsibilities Cashier, sales, stockroom, backroom organization
- Maintained records related to sales, returns and inventory availability
- Maintained organized, presentable merchandise to drive continuous sales
- Analyzed and properly processed product returns, assisting customers with finding alternative merchandise to meet needs
- Organized racks and shelves to maintain store visual appeal, engage customers and promote specific merchandise
- Processed product returns and assisted customers with other selections

Construction Worker

American Home Improvement - Everett, WA

June 2015 to October 2015

- Supported customer preferences with basic carpentry work such as installing wooden floors and crown molding
- Loaded and unloaded building materials used for construction
- Consulted with customers to understand desires and help each owner meet individual property objectives
- Gathered and disposed of work site debris to remove safety hazards and boost team productivity
- Provided accurate measurements and estimates for all projects

Education

High School Diploma

Penn Foster Online High School - Scranton, PA

April 2013

Skills

Xactimate, Gps, Safety standards, Data entry, Order picking, Logging, Estimating, Scheduling

Certifications and Licenses

DOT Medical Card

Additional Information

SKILLS

- Xactimate expertise
 - Document analysis
 - Project coordination
 - City and non-city driving
 - Logging paperwork
 - GPS and route planning
 - Safety standards and protocols
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- Order picking and processing
 - Loading and unloading
 - Service agreements
 - Client needs analysis
 - Quote information
 - Data entry