**Charles A. Rolke**

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online at https://github.com/carolke/Resume

**Summary of qualifications**

Junior estimator with experience working on large, multidimensional, commercial projects while building strong working relationships with clients and vendors. Confident team player with a positive attitude and ability to handle multiple, diverse projects in a fast-paced environment. Proficiency in the use of Microsoft Word, Excel and Sage MAS 90 programs.

**PROFESSIONAL EXPERIENCE**

**MRC Global**, Bellingham, MA 2015-Present

*Distributor of pipe, valves and fitting products to gas, oil and industrial markets.*

*Warehouse associate /Delivery driver*

* Maintain product inventory in multiple client warehouses.
* Adjust customer orders and inventory in response to fluctuating needs.
* Ensure timely delivery of utility components to various locations.

**Lowe’s Home Improvement**, Hudson, MA/Leominster, MA 2014-2015

*Home improvement and appliance retailer with stores in the United States, Canada, and Mexico.*

*Sales associate / Delivery Driver*

* Assisted contractors and homeowners in selecting materials for projects.
* Delivered and hooked up household appliances.
* Staged delivery orders using a forklift, platform lift, and narrow aisle reach truck.

Franny’s Landscape Co., Inc. (FLC), Framingham, MA 2012-2014

*Commercial subcontractor specializing in landscape construction services for large and small commercial projects throughout MA.*

*Assistant Estimator*

* Evaluated plans and specifications to determine materials and labor required to complete projects.
* Utilized estimating features of MAS 90 for installation costs, labor rates, overhead costs and profit markup.
* Obtained material costs from suppliers and subcontractors.
* Maintained detailed estimate files for each project.
* Wrote and presented proposals to management for approval.

**Lowe’s Home Improvement**, Framingham, MA 2006-2012

*Home improvement and appliance retailer with stores in the U.S., Canada, and Mexico.*

*Product Service Associate / Lawn and Garden Associate*

* Calculated materials required for customer projects (retaining walls, walkways, fences, mulch, and decorative stone).
* Supervised garden center staff while coordinating and prioritizing daily tasks.
* Oversaw product support and organized merchandising plans for five departments.
* Participate in merchandising upgrade projects at multiple stores throughout the district.

**Education**

**Wentworth Institute of Technology**, Boston, MA

Bachelor of Science in Construction Management (Estimating, Scheduling, and Project Accounting), 2011

**Springfield Technical Community College**, Springfield, MA

Associate of Science in Landscape Design and Management Technology, 2005