

ROBERT SMITH

Project Estimator II

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Seeking to obtain a career with responsibilities and duties, where knowledge and abilities can be used to benefit both.

OCTOBER 2013 - MAY 2019

PROJECT ESTIMATOR II - STEEL DESIGN

- Examine and perform all facets of projects to make certain estimates are precise, in order to maintain or increase competitiveness and profitability.
- Involved in all types of projects from "materials only" to "turn-key";
- Work with clients to review plans, cost estimates, timelines, financing, and expectations.
- Review each set of plans, do a timely takeoff and preparing to price in the allotted time.
- Manage employees to ensure that lead times, safety, customer satisfaction, and quality standards/expectations are met.
- Work with subcontractors and employees to coordinate work schedules, make sure work is being completed safely and efficiently, and that completion dates are on schedule.
- Experience in concrete, steel erection, wood framing, and finish work.

2012 - 2013

PROJECT ESTIMATOR - ABC CORPORATION

- Managed receptionist duties (screen calls, troubleshooting, etc).
- Answered incoming calls from contractors and made outgoing calls to contractors to get quotes for projects needed by Express Services clients using a 7 line phone system.
- Built rapport between contractors, throughout the US and Canada, and clients Famous Footwear, Cardinal Health, and Jones, Lang, LaSalle.
- Created spreadsheets of weekly project progress.
- Type and disburse quotes requests, quotes from contractors, and approvals from the corporate office.
- Followed up with contractors and kept the corporate office aware of all correspondence with the contractors.
- Completed task training for both the Dispatch and Project Estimators Department.

EDUCATION

High School Diploma in Electronics - (Snake River High School)

SKILLS

Microsoft, Lotus 1-2-3, Time Management, Organization, Attention To Detail, Quality Focus, Professionalism, Productivity.