

Objective

Seeking for a management position within a top-notch company to create a rewarding partnership.

Skills

All Microsoft, Adobe, Good Communicator, Outside of the Box Thinker, Team Player, Strong Mechanical, Good Problem Solver.

Work Experience

Assist Project Estimator

Andrew Electric Co., Inc. - 2016 – 2019

- Obtains bids from vendors and subcontractors by specifying materials, identifying qualified subcontractors, negotiating the price.
- Maintains cost keys and price masters by updating information.
- Resolves cost discrepancies by collecting and analyzing information.
- Prepares special reports by collecting, analyzing, and summarizing information and trends.
- Maintains quality service by following organization standards.
- Maintains continuity among corporate, division, and local work teams by documenting and communicating actions, irregularities, and continuing needs.
- Maintains professional and technical knowledge by attending educational workshops.

Project Estimator

ABC Corporation - 2013 – 2016

- Continue Responsibilities Cast in place, Excavation, Site work & Masonry Review drawings, specifications, bid documents & prepare data project & scheduling.
- On-screen quantity take-offs using plan swift software, Input take-offs into computer Spreadsheet pricing.
- Preparation of proposal stating inclusion & exclusion Bid carried out for residential, commercial, school, wastewater & water treatment plant, Mid to high raise Building-Excavation, CIP for Foundation & superstructure, site work Sidewalk, curbs Retaining.
- for details of proposals & takeoffs & discussion for change order Site visit to collection information about running work Attend pre-bid meeting & determine the scope of work & correspondence to concern Authorities Email correspondence with concern department/party.
- On-screen quantity take-offs using plan swift software, Input take-offs into computer Spreadsheet pricing.
- Preparation of proposal stating inclusion & exclusion Bid carried out for residential, commercial, school, wastewater & water treatment plant, Mid to high raise Building-Excavation, CIP for Foundation & superstructure, site work Sidewalk, curbs Retaining.
- for details of proposals & take-offs Attend pre-bid meeting & determine the scope of work & correspondence to concern Authorities Email correspondence with concern department.

Education

Diploma in General Studies - (Williston High School - Williston, FL)