

Project Estimator

ROBERT SMITH

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Objective

Seeking to obtain a position with an established construction company to utilize estimating, scheduling, and managerial skills using various tools listed in the area of civil, mechanical piping, structural steel, and equipment installation.

Skills

Excel, Word, Microsoft Project, Aspen Icarus K/Base, Primavera EC 5.0.

Work Experience

Project Estimator

ABC Corporation - June 2000 - December 2002

- Plan, coordinate and prepare construction cost estimates primarily for design-build or hard bid construction projects.
- Review project specifications, drawings, and attend pre-bid meetings to determine the scope of work and required contents of estimate.
- Identify and pre-qualify subcontractors for development of subcontractor bid list.
- Coordinate and send out subcontractor bid packages, amendments, and requests for information.
- Review subcontractor bid scope of work and prepare bid summary evaluation for all trades for review by Project Manager.
- On design-build projects, coordinate the required pricing documents with the project team and participate in constructability and RFP compliance reviews.
- Prepare a detailed estimate and summary for review by the project team and upper management.

Project Estimator

ABC Corporation - 1996 - 2000

- 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

Diploma- (Eastern Kentucky University - Richmond, KY)