

# Robert Smith

## *Assistant Project Estimator*

### PERSONAL STATEMENT

Involved, hands-on, and team-oriented professional with proficiency in executive management and great experience in project planning and operational coordination. Succeeded in completing multiple projects on many different levels, such as public works maintenance repairs and installations, underground utilities, etc.

### WORK EXPERIENCE

#### ***Assistant Project Estimator***

**ABC Corporation - November 2005 - January 2008**

##### *Responsibilities:*

- Carried out functions for appropriate crew size, equipment, and materials needed, including concrete, carpentry, earthwork, and utilities.
- Involved in the solicitation of subcontractor and supplier bids.
- Held responsible for preparing budget estimates for design-build endeavors.
- Oversaw project process from conceptualization through execution of construction works.
- Coordinated with designers to assist in providing cost-effective alternatives for "value engineering" a budget,
- Assisting the architect as a part of the design team to complete design in adherence to government specifications and requirements.
- Review each set of plans, do a timely takeoff and preparing to price in the allotted time.

#### ***Project Estimator***

**Evers Steel Construction - 2003 - 2005**

##### *Responsibilities:*

- Forecast the cost, size, and duration of prospective projects.
- Develop cost data that business owners and managers need to make a bid for a contract.
- Improve worker safety by incorporating OSHA standards into all aspects of the construction process, from the design phase to job site management.
- Deliver necessary equipment from the warehouse to job sites.
- Measure bridges and bearings.
- Organize plans for jobs and ensure quality management.
- Communicates with general contractors and fabricators to discuss and obtain bid information to Operate heavy machinery.

### Education

Bachelor of Science in Construction Technology - (Indiana State University - Terre Haute, IN)

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
(123)-456-7899  
info@qwikresume.com  
**www.qwikresume.com**

### **SKILLS**

Microsoft Office,  
Professionalism,  
Productivity,  
Documentation Skills,  
Written Communication,  
Data Entry Management  
Equipment Maintenance.

### **LANGUAGES**

English (Native)  
French (Professional)  
Spanish (Professional)

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

Reference - 1 (Company Name)  
Reference - 2 (Company Name)