

ROBERT SMITH

Associate Project Estimator

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Result Driven professional with 5 years of experience. Expertise in construction planning, development, and operations management, skilled in use and knowledge of resources in order to maximize profitability.

CORE COMPETENCIES

Python, Matlab, Project Management, Solidworks.

PROFESSIONAL EXPERIENCE

Associate Project Estimator ABC Corporation - 1999 – 2002

Key Deliverables:

- Determined system needs and consulted with hardware vendors and service providers to optimize system performance for end-users.
- Designed and implemented scope drawings for end-user consisting of 10 to 500 work stations.
- Interacted with CIOs and IT departments to determine issues and requirements.
- Significantly enhanced the companys operational performance by implementing a stand-alone purchasing application upgrade project.
- Developed new purchasing forms for use by vendors, accounting, operations, and logistics.
- Cost-effectively developed and administered budgets to maximize bottom-line profits.
- Achieved cost savings by negotiating with distributors to discount items purchased in large quantities.

Project Estimator ABC Corporation - 1997 – 1999

Key Deliverables:

- Received and checked in bid packages.
- Read through the scope of work to determine what sub-contractors disciplines are and to define their parameters.
- Prepared and sent out sub-contractor work packages with the appropriate Drawings, specifications, standards, and a job-specific scope of work.
- Utilized Isometric and orthographic plan drawings for the purpose of developing labor Summaries and material takeoffs.
- Generated bills of materials for pricing and Purchasing purposes.
- Familiar in the use of plant standards and material Specifications for use on piping and mechanical systems.

ROBERT SMITH

Associate Project Estimator

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

- Coordinated with Clients as well as sub-contractors for the on-time completion of bid packages.

EDUCATION

Associate

