

## Project Estimator III

ROBERT SMITH

Phone: (123) 456 78 99  
Email: [info@qwikresume.com](mailto:info@qwikresume.com)  
Website: [www.qwikresume.com](http://www.qwikresume.com)  
LinkedIn:  
[linkedin.com/qwikresume](http://linkedin.com/qwikresume)  
Address: 1737 Marshville Road,  
Alabama.

### Objective

Seeking for a challenging position in claims at a growth-oriented firm, which will allow to both further utilize the skills and acquire new abilities.

### Skills

Microsoft Office And Quickbooks, Xactimate.

### Work Experience

#### Project Estimator III

**Exact Claims** - 2012 - 2019

- Prepare written estimates for residential, commercial, & multi-family homes.
- Estimate service work, take-offs, materials, and parts for general reconstruction; act as the liaison between customer, insurance reps, and technicians.
- Track service/work orders; parts requests; perform timely follow-up with customers.
- Focused on the labor, material, equipment, and subcontractors needed to complete the site work, demolition, exterior.
- Prepares work to be estimated by gathering proposals, blueprints, specifications, and related documents.
- Identifies labor, material, and time requirements by studying proposals, blueprints, specifications, and related documents.
- Computes costs by analyzing labor, material, and time requirements.

#### Project Estimator

**ABC Corporation** - 2007 - 2012

- Skills provided but not limited to Estimation of commercial demolition projects.
- Time, Labor, and Materials scheduling for profit assurance.
- Accurate quantities take of meeting Architectural and Engineering specifications Abilities to provide Job Bid with 50% profit standards Knowledge and understanding of building codes and permit requirements Bid bonding experience with bonds exceeding the million-dollar mark.
- Experience with property insurance adjusting /estimate pricing.
- Occupation Owner/operator Play Set Movers Shawn Roberts 554 Graves Rd.
- Acworth, GA 30101 PH# 678-898-4842 Years known 20 Occupation Alarm Tech/ Audio Visual Specialist Andrew Tavormina 115 Haleys Circle, Woodstock, GA 30188 PH# 678-873-3306 Years known 5 Occupation IT Tech / Social media Sales / Sales More references will be provided upon request.
- This is Dummy Description data, Replace with job description relevant to your current role.

### Education

Accounting - 2011(University of Phoenix)