

Robert Smith

Project Estimator-Coordinator

PERSONAL STATEMENT

To obtain a full-time position in a progressive construction firm that will provide with an opportunity for personal and professional enrichment and to enhance, facilitate and utilize skills abilities.

WORK EXPERIENCE

Project Estimator-Coordinator

ComEd/ System One Holding, LLC - December 2014 - May 2019

Responsibilities:

- Consult with outside sources and analyze documents to create time, cost, materials and labor estimates.
- Create cost tracking and reporting operational systems.
- Create estimates and cost or expenditure statements for use in future project consideration.
- Projects and controls construction costs by collecting and studying information, controlling construction costs.
- Prepares work to be accomplished by gathering information and requirements, setting priorities.
- Prepares construction budget by studying home plans; updating specifications; identifying and projecting costs for each elevation.
- Evaluates offers to purchase by costing changes, additions, and site requirements.

Project Estimator

St. Louis Automatic Door Company - 2013 - 2014

Responsibilities:

- Source material from multiple vendors for best pricing and shortest lead times.
- Perform hardware presentations with customers with details of product operation.
- 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. Present prepared estimate by assembling and displaying numerical and descriptive information.
- Maintains cost data base by entering and backing up data.
- Contributes to team effort by accomplishing related results as needed.

Education

Masters in Project - (Northwestern University - Evanston, IL)

CONTACT DETAILS

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

SKILLS

Procurement, Strategic
Planning, Product
Management.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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