

ROBERT SMITH

Project Estimator-Draftsman

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

SUMMARY

Seeking to obtain a construction estimating position utilizing 17+ years of experience in the construction industry in order to complete complex, challenging projects using mathematical, interpersonal communication, and bid work skills.

CORE COMPETENCIES

Microsoft Office, Project Management, Construction, Autocad, Google Docs, Google Earth, ArcGIS.

PROFESSIONAL EXPERIENCE

Project Estimator-Draftsman

ABC Corporation - May 2004 – March 2016

Key Deliverables:

- Performed quantity surveys, accumulated data, solicited pricing from vendors and made calculations required for submission of comprehensive bid packages.
- Completed estimate notification forms; submitted to administrative departments for tax, licensing and labor information.
- Review bid documents to identify bid scope of work, compiled various statistical data for use in bid estimates, including material, labor, and equipment requirements.
- Solicited pricing from vendors and subcontractors, reviewed scopes/proposals to ensure accuracy for bid proposals.
- Entered vendor/subcontractor pricing into estimating program, prepared final bid package/scope proposal.
- Conducted bid adjudications prior to submitting bids, and submitted final bid packages.
- Completed the bidding of simultaneous multimillion-dollar projects.

Project Estimator

ABC Corporation - 1999 – 2004

Key Deliverables:

- Received and checked in bid packages.
- Read through 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.

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

EDUCATION

- HS- (Winston Churchill High School)