

# ROBERT SMITH

## Project Estimator Manager

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### SUMMARY

Looking to obtain a position that will utilize education and work experience. Possess definite leadership qualities in the workforce and believe, would be a great asset to any company.

### SKILLS

Exceptional Leadership And Junior Leader Management Skills, Communication Planning And Implementation, Systems, Project, and Continuous Process Management.

### WORK EXPERIENCE

#### Project Estimator Manager

ABC Corporation - September 2013 – February 2016

- Project Estimator responsible for estimating job costs, managing projects, and ensuring timely payment for executed projects.
- Determine scope of work and required contents of estimate by reviewing specifications, drawings, and attending bid meetings.
- Prepare estimates by calculating takeoffs for the specified scope of work for each project.
- Price work based on material quantities and boss's feedback on pricing.
- Maintain files of working documents as back-up for estimates figures.
- Interface with owner and general contractors to ensure the company upholds contractual requirements.
- Follow awarded contracts as assigned - may include extra work items, change orders, credits; procuring material, etc.

#### Project Estimator

Petersen Incorporated - 2009 – 2013

- Estimating all aspects of Machining and Fabrication.
- Estimate anything from precision parts to structural members.
- I have brought a new way of thinking to Petersen Inc.
- Have helped implement some computer software which has saved the company money.
- Have also taken on some responsibility of certain customers such as Boeing.
- This is not common at this company.
- Skills Used Estimating Forward Thinking leadership Responsibility Ownership of My Work.

### SCHOLASTICS

- BS in Systems Engineering - (United States Military Academy - West Point, NY)