

# ROBERT SMITH

## Jr. Project Estimator

**E-mail:** info@qwikresumc.com

**Phone:** (0123)-456-789

### SUMMARY

Highly qualified Project Estimator with experience in the industry. Enjoy creative problem solving and getting exposure on multiple projects, and would excel in the collaborative environment in which your company prides itself.

### SKILLS

Autocad, 3D Rhino, Microsoft Office, Illustrator, Photoshop.

### WORK EXPERIENCE

#### Jr. Project Estimator

Integris Solutions & Global Supply Chain Solutions - 2015 – 2019

- Create and execute project estimates, work with drawings, specifications, supplier quotations, engineering standards, and other information to provide accurate material take-offs.
- Finding finish schedules and specifications on scope intended to bid, create cost files and customer letters.
- Create and maintain the part number of databases.
- Source and request quote from local and overseas vendors for value-engineered projects, comparing pricings and eliminate high pricing.
- Generate estimates for multi-million dollar oil & gas projects located worldwide.
- Attend cost/bid review meetings to aid in making the sale.
- Work closely with an application, design, electrical and mechanical engineers to ensure the validity of estimate.

#### Project Estimator

CASigns - 2010 – 2015

- Working with General Contractors, Architects and private owners to accurately calculate the total costs associated with new and renovation construction projects by analyzing blueprints and other documents to prepare time, cost, materials, and labor estimates.
- Asses cost-effectiveness of products, projects or services, tracking actual cost relative to bid as the project develops.
- Liaising with different departments and conducting research for improving the overall estimation quality.
- Developed and maintained relationships with new and existing clients by providing extraordinary customer service.
- Consult with clients, vendors, personnel in other departments or construction foremen to discuss and formulate estimates and resolve issues.
- Awarded projects throughout the country generating over 1.2 mil dollars in revenue the first year of employment.

- Average of more than 40 quotes per month.

## SCHOLASTICS

- Associate of Arts in Business Management - (Collin County Community College - McKinney, TX)