

***Actively seeking a position in***  
**—PURCHASING/ESTIMATING—**

**Proactive professional** with years of experience providing major support for various institutions - Expert in using technology to enhance speed and accuracy of tasks - Promotes working environment procedures conducive to improving productivity, increasing efficiency, enhancing quality, and strengthening financial results -Motivated to work efficiently in busy environment, handling many tasks simultaneously; able to prioritize workload and multi-task. Consistently "gets the job done" and exceed expectations - Self-starter who meets project deadlines and requirements while performing multiple tasks within fast-paced environments - Excellent interpersonal skills and able to communicate and collaborate effectively with co-workers at all levels.

## **CORE COMPETENCIES**

- **Effective communication skills;** Adept in public and customer relations, and liaison.
- **Resourceful and well-organized;** Skilled in activity planning and task management.
- **Keen sense of responsibility;** Solid professional standards. Excellent track record of dependability.
- **Problem solver;** Respond rapidly and appropriately to changing circumstances.

## **SOFTWARE KNOWLEDGE**

**Autocad 2016 & Revit 2016 ▪ 20/20 Cabinet software ▪ Timberline ▪ REScheck ▪ Microsoft Excel ▪ Powerpoint ▪ Word ▪ Adobe Photoshop ▪ FrontPage ▪ Dreamweaver ▪ AS/400 ▪ JD Edwards**

## **PROFESSIONAL EXPERIENCE**

<b>Architectural Services/Purchasing</b> <b>Shea Homes Charlotte, NC</b>	<b>August 2014 to Present</b>
<b>Architectural Services-Production Cad Manager</b> <b>2014 True Homes USA Charlotte, NC</b>	<b>June 2009 to July</b>
<b>Purchasing &amp; Architectural Manager</b> <b>2008 Waddell Homes Rock Hill , SC</b>	<b>February 2007 to August</b>
<b>Purchasing &amp; Estimating Manager</b> <b>2007 DR Horton, Inc. Charlotte, NC</b>	<b>2005 To</b>
<b>Purchasing (3 years) &amp; Architectural Manager(1 year)</b> <b>2004 Pulte Homes Incorporated Charlotte, NC</b>	<b>2000 to</b>
<b>Architectural Services-Cad Drafter</b> <b>2000 Building Graphics Architecture Charlotte, NC</b>	<b>1999 to</b>
<b>Manager</b> <b>1999 Jo-Lynn Enterprises, Incorporated Boone, NC</b>	<b>1989 to</b>

- Collaborates with the engineers, truss designers, and I-joists designers to develop drawing packages for the permitting process; worked directly with the architects and designers to develop working drawings from preliminary sketches; foundation plan, details, floor plans, structural plans, electrical plans, elevations, roof plan, house section, stair section, and ventilation calculations.
- Prepares revisions and architectural detail specifications for concept design presentations and gauges progress against project schedule, scope and budget; analyzed architectural drawings using MEC Check to ensure compliance with the Model Energy Code.
- Spearheaded conceptual estimates from sketches and architectural drawings for feasibility studies. Key player in purchasing, inspecting, and negotiates favorable pricing, rebates and payment terms with subcontractors and suppliers while maintaining excellent working relationships; seeks ways to reduce purchasing costs through successful negotiations; designs and implements corporate rebate tracking and reporting. Interfaces directly with the Project Manager to research and resolve field issues and maintain updated scopes of work to be utilized in the field. Provides Sales & Design Center with hard costs for option pricing; standard and non-standard options. Conducts comprehensive research on products and suppliers to ensure that they meet and maintain quality and application requirements.
- Utilized knowledge of AutoCAD to achieve more accurate take-offs from construction documents and to revise and update existing construction documents in order to ensure compliance with local codes. Streamlined necessary procedures; analysis of engineering sketches, reviewing specifications, and using data and drawings to assist in production. Works directly with the home owners and sales agents to develop working drawings from preliminary sketches; foundation, floor, structural, electrical and roof plans, elevations, and house and stair sections. Maintained updated scopes of work for all trades.
- Managed conceptual estimates of architectural drawings and pricing negotiations. Updated Pulte Charlotte's construction web page weekly with current product information and schedules using Dreamweaver and WS FTP Pro. Only estimator for operation that achieved an average of \$130 million worth of new construction per year (Approx. 500 starts). Instrumental in the implementation and setup of Pulte's E-schedule web based application for Charlotte Market; had role of division expert. Maintained updated scopes of work for all trades.
- Aided in design of business cards, marketing and other printed materials.
- Maintained responsibility for daily operations, banking, loss control, payroll, budgeting, hiring, and staff training and development. Managed a crew of up to 8 employees. Incorporated all aspects of departmental inventory management including purchasing and procurement on a standard scale; organized sales strategies, presented proposals, generated leads, and provide client consultations; administered bidding, scheduling, job costing, and quality control. Worked with insurance adjusters to evaluate water, fire, and smoke damaged houses and developed a plan of action to remedy the problem and restore the home as efficiently and effectively as possible. Estimated using the Bluebook of Cleaning, Reconstruction, and Repair Costs. Obtained hands on experience with drywall, trim carpentry, painting, cabinets, roofing, and framing. Provided the highest quality of customer service at all times.

**Bachelor of Science in Technology • Minor in Business  
Concentration in Computer Aided Drafting and Design  
Appalachian State University, Boone, NC • 1993**

**Training, Seminars & Associations:  
Associate member of AIBD**

CPCC, Charlotte, NC • Microsoft PowerPoint • 2002

Energystar© • Earthcraft© • Negotiating and Influencing by Paul Weinman • Building Quality Relationships Pulte Quality Leadership I & II • Managing Human Performance • Recruiting, Selecting, & Developing People Quality Assurance Process • Warranty Process Workshop • Scopes of Work/Contracts (Trainer)

Architectural Details/Specifications (Trainer)

Former NC GC License qualifier for over 20 years

## REFERENCES

### Professional References:

Chris Huzar, VP Construction K. Hovnanian (C) 954-512-8148

Dan Williams, BIM Expert (C) 386-864-0295

JB Jenkins, EWP designer Carter Lumber (C) 803-554-1450

Lisa Homiak, Owner New Look-Charlotte, NC (C) 704-506-6415