

Theron R Lewis
Senior Project Manager / Senior Estimator

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Profile:

Coordinate projects through production and installation
Performs field measure, engineering, cutlist, expert with material take offs
Have solid Sub-Trade and Supplier contacts
Bring relationships with Contractors for additional project opportunities Effective communication skills, both written and verbal.
Knowledge of hardware, software troubleshooting and hardware troubleshooting.
TCP/IP protocol.
Provides support in scheduling and calendaring meetings, conference calls, and coordinating schedules.
Efficiently prepare, edit, and proofread contracts, reports, and agendas.
Proficient in Microsoft Word, Excel, Outlook, Access, and Project Manager.
Can easily break a large project down into smaller segments, prioritize goals, and work under short deadlines without sacrificing creativity.
Adept at both oral and written communication. Interact effectively with individuals of all levels.
Working knowledge of Architectural Woodwork Standards
Superior Excel skills including creating extensive spread sheet take-offs that will later be formulated into cost breakdown bid proposals.
Strong ability to read and interpret architectural blueprints quickly and accurately.
Ability to understand specification booklets and break down the job piece by piece in order to put together a complete bid proposal.
Ability to work with suppliers and purchase materials for jobs.
Ability to coordinate with jobsite foremen and deal with jobsite issues to ensure proper completion of the job Familiar with FSC and Leed requirements

Technical Profile:

A+ Certified
Certified Technician through DLS

Employment:

SWINERTON Inc
San Francisco, CA
Senior Project Manager
10/2016 to Present

Manage a team of Project Engineers, Project Managers, and Interns.
Provide technical expertise/guidance on millwork construction and installation.
Estimate and establish budgets and contract review and evaluation.
Financial accountability for projects, including budget setup, preparation of billings, vendor invoicing, monthly financial reporting.
Negotiate cost-effective subcontract and material purchases.
Set up and implement job procedures and techniques to assure timely buyout, shop drawing approval and material delivery.
Keep project on schedule.
Review, Produce and/or compile shop drawings in accordance with Contract Documents.
Develop and maintain good relationship with Client, Architect and Suppliers.
Work with Superintendents to develop safety plans and to implement safety procedures, maintain timely and accurate reporting to management accordingly.
Maintain weekly and accurate labor reporting with Superintendent/Foreman.
Organize regular meetings with suppliers and superintendent.
Review contract conditions; ensure compliance with all contract terms.
Supervise documentation of all significant project events, e.g., accidents, delays, Change Orders. Directs Preconstruction Services and activities.
Negotiate, prepare and issue supplier bid packages.

Assist with business development and participate in job interviews and hiring of department staff. Maintain quality control (integrity and excellence of completed projects).

ISEC Inc

Denver, CO

Senior Estimator

5/2013 to 10/2016

Ability to provide operational and professional supervision to less experienced estimating staff members.
Ability to participate in the evaluation of less experienced estimating staff members and makes appropriate recommendations for personnel development.
Ability to train and coach other estimators.
Ability to perform conceptual estimates.
Ability to take lead in large, more complex estimates.
Good risk analysis by identifying risk as well as opportunity from the bid documents.
Ability to provide value engineering ideas using knowledge of various construction methods and practices.
Demonstrated consistency of turning in complete, on time, quality estimates.
Provide support for the development of bidding strategies by debriefing the sales person on the job and its elements.
Demonstrate advanced abilities when it comes to reading and interpreting drawings
Ability to take over for PCS manager and close out estimates on bid day
Ability to step in for PCS manager on an interim basis for vacation relief, sabbatical, etc.
Computes cost estimates for materials, purchased equipment, subcontracted work, production activities and requirements and labor. Detailed understanding of ISEC culture and procedures.
Provide input and take an active part in development of estimating tools.
Perform other duties as required or directed.
May manage one or more employees.
Consistently models all ISEC Core Values.
Ability to plug holes in the estimate with good risk analysis.
Consistency in performance.
Holds sales team accountable in a respectful manner.
Self-motivated, can-do attitude, low maintenance.
Represents ISEC in a professional manner in scope reviews and with vendors.
Demonstrates ownership of the estimate by initiating follow up and tracking of the project.
Initiates and visits jobsites regularly.
Open to criticism for continued growth and improvement.
Independently and thoroughly investigates new products and vendors.
Cross trained in multiple products.
Understands and can analyze from a big picture outlook as well as detailed.
Understands and produces RFI's that assist a strategic plan.
Shows commitment to the customer by suggesting solutions not pointing out errors.
Has become an "Expert in the Field" for certain product lines/vendors/customers.
Demonstrates the willingness to help others.

idX Los Angeles

Ontario, CA

Estimator

4/2012 to 5/2013

Develops solutions and alternatives with different pricing options for key clients.
Prepares and outlines cost associated with the production of store fixtures by analyzing blueprints and specifications, compiling material cost, estimating labor cost, request subcontractor pricing, calculates installation and delivery cost, and finalizes, logs and submits bids.
Manages the ERP system, Vantage, to drive standardization in the quote process.
Utilize understanding of color material specifications, charts, or manuals for individual projects for cost and pricing analysis. Compiles and maintains data history for client, project, or specific item for cost and pricing analysis.
Maintains quote log for analysis purposes.
Project Management, Purchasing, and Production to determine best methods and materials for manufacturing.
Liaison with production to perform time studies, learn new manufacturing methods and process to reduce cost and improve quality. Liaise with Purchasing to investigate new suppliers and new innovative cost reducing materials.
Prepare reports to illustrate quote win/loss ratios by customer.
Maintains visually controlled schedule of incoming quote request. Work well with other co-workers and management.

Installation experience in commercial cabinet / millwork industry.
Analyze results of job cost studies to determine accuracy of estimate.
Perform Post-Mortem analysis of quoted projects to determine approach for future projects.

California Architectural Millwork Supply

Corona, CA
Estimator/Shop Manager/Production Manager
4/2008 to 4/2012

Proficient in AutoCAD.
Created complete and accurate material take-offs.
Responsible for Estimating, purchasing material, and scheduling projects.
Required at times to expedite fast track projects.
Responsible for working with owners, architects, contractors, and designers.
Excellent communication skills.
Excellent skills with computer use in Outlook, Word, and Excel documents.
Excellent organizational skills.
Ability to react quickly with results.
Required to have an eye for quality control.
Ability to negotiate pricing with vendors.
Work well with other co-workers and management.
Installation experience in commercial cabinet / millwork industry.
Ability to interact with clients to find creative solutions to meet their product needs.
An adept detail-oriented problem solver capable of doing a complete job down to the last detail.
I take extreme pride in my work.
Strive in a fast-paced environment and welcome meeting deadlines.

Layouts Etc

Kailua, HI
Project Manager
7/2005 to 3/2008

Coordinate Production and oversee delivery of custom cabinetry.
Determine purchasing of material based on specifications from designer or architect Maintained a liaison with customers to provide product support.
Created monthly reports to be used to determine fiscal financials. Structured and maintained operating policy and procedures.

State of Hawaii

Honolulu, HI
Computer Technician
7/2002 to 5/2005

Worked on computers, peripheral equipment, and ran diagnostics to locate and/or identify malfunctions.
Coordinated purchase and delivery of systems and hardware with various vendors.
Maintained a liaison with customers to provide product support.
Created monthly reports to be used to determine fiscal financials. Structured and maintained operating policy and procedures.

INC Hawaii, Inc

Honolulu, HI
President/CEO
1/1996 to 7/2002

Executed daily operations of Computer Consulting Company.
Incorporated Consulting Company and managed a team of five employees.
Clientele included Wal-Mart, Island Elevator, and various professional and private contracts.
Worked directly with customers to identify the appropriate system configuration, hardware, and software needs. Structured and maintained operating policy and procedures.

Verifone, Inc

Mililani, HI
CAD Operator

3/1992 to 11/95

Operated computer-aided design system and peripheral equipment to resize and modify integrated circuit designs and to generate computer tape of artwork for use in producing mask plates for manufacturing integrated circuits.

Executed daily operations of design for the Trans330 Terminal.

Reviewed work orders and procedural manuals to determine critical dimensions of designs.

Was instrumental in design and documentation of new equipment.

Conferred with engineering and design staff to determine design modifications and incorporated information into equipment design.

Rockwell International

Norwalk, CA

Design/Drafter

3/1973 to 11/1991

Prepared detailed drawings for shop fabrication or field installations utilizing drawings, sketches, manufacturers' literature, and written or verbal instructions.

Researched and compiled information from various sources and transposed data from sketches and construction drawings into operating maps and other records, or made new drawings to show existing and future facilities.

Obtained clarification of data on drawings received and reported discrepancies to the appropriate individual. Assist in the preparation and issuance of work orders, material list or other forms.

Assist in making field investigations (took measurements, notes physical conditions); gathered field data and obtained drawings/specifications and other information for preparation of drawings.

Education:

Loyola Marymount University Los Angeles, CA

References:

Available upon request