1. Prepared estimates used by management for purposes such as planning, organizing and scheduling work.
2. Delivered comprehensive bid proposals for [Type] projects and gained client approval on costs.
3. Utilized cost estimation systems to document project information, create estimates and revise project costs to reflect current data.
4. Calculated correct costs for project-specific goods and services by gathering information from team members, sub-contractors and vendors.
5. Maintained privacy and confidentiality of all information for existing and prospective clients to protect personal and business interests.
6. Determined project objectives, budgets and schedules by coordinating with clients and teammates and optimized plans to meet changing conditions.
7. Provided accurate estimates by defining scope, timelines, potential setbacks and limitations.
8. Devised, enhanced and communicated deliverable timetables by reviewing project requirements, scope and resources to make accurate assessments.
9. Used Microsoft Word and other software tools to create documents and other communications.
10. Collected historical cost data to estimate costs for current or future products.
11. Prepared a variety of different written communications, reports and documents to ensure smooth operations.
12. Conducted special studies to develop and establish standard hour and related cost data or to effect cost reduction.
13. Led [type] team in delivery of [type] project, resulting in [result].
14. Offered friendly and efficient service to all customers, handled challenging situations with ease.
15. [Type] hardware proficiency
16. Completed [task] to ensure compliance with relevant [type] regulations.
17. Handled [number] calls per [timeframe] to address customer inquiries and concerns.
18. Performed duties in accordance with all applicable standards, policies and regulatory guidelines to promote safe working environment.
19. Demonstrated respect, friendliness and willingness to help wherever needed.
20. Developed and maintained courteous and effective working relationships.