1. Calculated correct costs for project-specific goods and services by gathering information from team members, sub-contractors and vendors.
2. Utilized cost estimation systems to document project information, create estimates and revise project costs to reflect current data.
3. Collected historical cost data to estimate costs for current or future products.
4. Delivered comprehensive bid proposals for [Type] projects and gained client approval on costs.
5. Provided accurate estimates by defining scope, timelines, potential setbacks and limitations.
6. Determined project objectives, budgets and schedules by coordinating with clients and teammates and optimized plans to meet changing conditions.
7. Devised, enhanced and communicated deliverable timetables by reviewing project requirements, scope and resources to make accurate assessments.
8. Conducted special studies to develop and establish standard hour and related cost data or to effect cost reduction.
9. Exceeded goals through effective task prioritization and great work ethic.
10. Prepared estimates used by management for purposes such as planning, organizing and scheduling work.
11. Developed and maintained courteous and effective working relationships.
12. Maintained privacy and confidentiality of all information for existing and prospective clients to protect personal and business interests.
13. Maintained and repaired facilities, equipment and tools to achieve operational readiness, safety and cleanliness.
14. Resolved conflicts and negotiated mutually beneficial agreements between parties.
15. Improved [type] through consistent hard work and dedication to [project or department or task or customer].
16. Completed [task] to ensure compliance with relevant [type] regulations.
17. Received and processed stock into inventory management system.
18. Demonstrated respect, friendliness and willingness to help wherever needed.
19. Led projects and analyzed data to identify opportunities for improvement.
20. Created plans and communicated deadlines to ensure projects were completed on time.