1. Managed and coordinated cost, availability and timely delivery of materials and project schedules for suppliers.
2. Reviewed all consultant drawings and made recommendation to adjust site requirements.
3. Purchased materials and coordinated deliveries to and from construction sites.
4. Conducted feasibility studies to estimate materials, time and labor costs.
5. Delivered comprehensive bid proposals for [Type] projects and gained client approval on costs.
6. Estimated and analyzed work performed to request payment from clients.
7. Calculated correct costs for project-specific goods and services by gathering information from team members, sub-contractors and vendors.
8. Performed measurements for structural and architectural works to prepare cost estimates for projects.
9. Used AutoCAD and Eagle Point to amend project design changes.
10. Utilized cost estimation systems to document project information, create estimates and revise project costs to reflect current data.
11. Assisted in winning contract bids for [Company] through [Action], boosting total company sales [Number]%.
12. Worked with [Number] vendors to select and source construction materials.
13. Suggested methods of construction, materials and equipment to use, leading to $[Amount] in cost savings.
14. Used [Software] to prepare contracts, budgets, bills of quantities and [Type] documents.
15. Devised, enhanced and communicated deliverable timetables by reviewing project requirements, scope and resources to make accurate assessments.
16. Generated [Timeframe] cost and value reports to produce accurate information on cash flow.
17. Provided accurate estimates by defining scope, timelines, potential setbacks and limitations.
18. Determined project objectives, budgets and schedules by coordinating with clients and teammates and optimized plans to meet changing conditions.
19. Collected historical cost data to estimate costs for current or future products.
20. Conducted special studies to develop and establish standard hour and related cost data or to effect cost reduction.
21. Maintained privacy and confidentiality of all information for existing and prospective clients to protect personal and business interests.
22. Prepared estimates used by management for purposes such as planning, organizing and scheduling work.