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