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## Assistant Estimator Resume

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### Job Objective

To obtain an Assistant Estimator position with reputable company in which to use my past experience to become a valued member of the team.

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### Highlights of Qualifications:

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- Remarkable experience in the Commercial Roofing and Construction Industry
  - Strong knowledge of engineering, surveying and construction management
  - Sound knowledge of Auto CADD, digitizers and the Edge
  - Proficient with MS Office suite
  - Excellent communication and problem solving skills
  - Ability to compute rate, ratio, and percent
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### Professional Experience:

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Assistant Estimator, August 2005 – Present  
Henkels & McCoy, Fort Smith, AR

- Prepared quantity take offs and estimates.
- Calculated and reviewed estimates.
- Coordinated Pre-Bid meetings.
- Gathered and submitted relevant request for information (RFI) to the appropriate party and track each RFI.
- Assembled all bid requirements including Bid Bonds, Performance Bonds, Company Pre-Qualifications, Staffing Organization Charts, bid base pricing and any alternates.
- Monitored all proposals for status.

Assistant Estimator, May 2000 – July 2005  
MACSONS, INC., Fort Smith, AR

- Prepared take-offs of material quantities, square footages and related information to assist estimators in assembling pricing and bid packages.
  - Interpreted blueprints, job specifications and project notes.
  - Coordinated pre-bid conferences and job meetings.
  - Developed 'value engineering' strategies for clients to meet projected budgetary requirements.
  - Executed work within pricing parameters and guidelines to prepare market competitive bids.
  - Reviewed job costing and compare job estimates and actual costs for evaluation of project profitability.
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### Education:

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Bachelor's Degree in Engineering, Saint Petersburg College, Saint Petersburg, FL

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