
Assistant Estimator Resume

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.

Highlights of Qualifications:

- 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:

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:

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

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