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## Civil Estimator Resume

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### Job Objective

In search of Civil Estimator position where I can put my energetic personality and unique skills to work for the good of company.

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### Highlights of Qualifications:

- Extensive experience in estimating, cost control civil engineering projects
  - Thorough and practical understanding of construction methodologies and cost inputs
  - Wide knowledge of estimates, engineering, schedules, proposals, purchasing, subcontracting, negotiations, safety and licensing
  - Proficiency in using MS Office Professional products, Hard Dollar, Timberline and HCSS
  - Familiarity with estimating techniques and cost control
  - Ability to organize incomplete information and produce complete estimates
  - Ability to input take-off quantities to heavy bid, review proposal specifications, drawings
  - Strong Organizational, communication, analytic and time management skills
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### Professional Experience:

Civil Estimator, August 2005 – Present  
Aldridge Electric, Hollywood, FL

- Evaluated scope of work and other factors impacting cost of proposal from bid documents.
- Prepared quote solicitations for material and subcontracts for review and implementation by Coordinating Estimator.
- Analyzed cost reports and prepared cost comparisons for review or implementation by Coordinating Estimator.
- Co-authored production and pricing decisions into the estimate.
- Assembled final estimate packages; analyzed completed estimates including benchmarking against similar completed projects.
- Produced comprehensive estimate review packages for project, department, and client reviews.

Civil Estimator, May 2000 – July 2005  
Hawkeye LLC, Hollywood, FL

- Prepared work to be estimated by gathering specifications and related documents.
  - Estimated labor, material, and time requirements.
  - Calculated costs by analyzing labor, material, and time requirements.
  - Gathered and analyzed information to resolves discrepancies.
  - Assembled and displayed numerical and descriptive information to present prepared estimate.
  - Ensured maintenance of cost data base by entering and backing up data.
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### Education:

Bachelor's Degree in Construction Management, Claremont Graduate University, Claremont, CA

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