
Commercial Roofing Estimator Resume

Job Objective

To be given the opportunity to secure a position as Commercial Roofing Estimator where my experience and skills can be employed to their fullest potential.

Highlights of Qualifications:

- Deep knowledge of roofing trade and commercial roofing construction estimating
 - Sound knowledge of architecture and mechanical drawing
 - Familiarity with structural and architectural roofing and different types of exposed fastener systems
 - Ability to read, interpret and accurately take-off construction drawings
 - Ability to operate computer and standard software applications
 - Ability to prepare construction estimate costs by studying plans & specifications
 - Ability to collect, analyze, and summarize information and trends
 - Excellent mathematical, public relation, communication and negotiation skills
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Professional Experience:

Commercial Roofing Estimator, August 2005 – Present
Construction Search Group, Elizabeth, NJ

- Gathered information and requirements; set priorities for work.
- Prepared construction estimate costs by studying plans & specifications.
- Evaluated quotes from vendors and manufacturers to determine the best possible solution for a project.
- Developed plan on each project that is ultimately won.
- Analyzed gathered information and resolved cost discrepancies.
- Ensured adherence to organization standards and maintained quality service.

Commercial Roofing Estimator, May 2000 – July 2005
Katchmark Construction Inc, Elizabeth, NJ

- Analyzed Builders Exchange and trade publications to locate construction projects for bidding purposes.
 - Estimated new and retrofit construction measures for roofing in commercial construction.
 - Prepared and submitted bids and work orders.
 - Assisted in processing submittals, contracts and change orders.
 - Coordinated with vendor representatives in support of job needs and specifications.
 - Assisted in timely collection of all customer accounts.
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Education:

Bachelor's Degree in Construction Management, Oglala Lakota College, Kyle, SD

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