
COST ENGINEER RESUME

Objective:

Seeking the position of cost Engineer where my talents and knowledge in Cost Analysis, resource leveling and budget management will be fully utilized to obtain efficacy and effectiveness in the organization.

Education:

Master of Science, Public Policy & Management, 2002
Campbell University

College of Computing, Certificate in IT Project Management, 1999
Campbell University

Skills:

- Expert in Cost Analysis and Tracking
- Strong knowledge in SWOT Analysis, SMART Goals, and RACI Matrix
- Strong knowledge in financial statements, footnotes, and reporting
- Computer and Internet expert
- Excellent oral and written communication skills

Sr. Cost Engineer, 2007-present
H Tempest Limited, Atlanta, IL

Responsibilities:

- Prepared cost effective plans, techniques, and strategies.
- Maintained a record of survey results for cost estimation in big projects.
- Delegated tasks to subordinates during training for budgeting team.
- Assisted in the analysis of cash flow.
- Implementation Cost Engineer, 2005-2007
- The Haartz Corp., Atlanta, IL

Responsibilities:

- Designed and programmed project man-hour and cost tracking in reporting systems.
- Assigned in the procurement of materials for internal and external management cost budgeting.
- Conducted budget and risk schedule analysis.
- Administered and allocated contingency and inflation provisions for budget and expenditures.
- Engagement Cost Engineer, 2002-2005
- HA Logistics, Inc., Atlanta, IL

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Certifications and Affiliations:

The Association of Cost Engineers
Chartered Institute of Management Accountants
Treasurer – The Association of Cost Engineers

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