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## Cost Estimator Resume

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### Job Objective

Qualified Cost Estimator searching for an opportunity to acquire this position with company that can benefit from my expertise and years of training.

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### Highlights of Qualifications:

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- Remarkable experience with cost estimating procedures and methodologies
  - Thorough knowledge of manufacturing processes and Purchasing techniques and principals
  - Proficient with MS Office (Word, Excel and PowerPoint)
  - Strong math and analytical skills
  - Excellent written and verbal communication skills
  - Ability to interpret specifications and part prints including GD&T
  - Ability to perform under pressure and evaluate situation and make accurate decision immediately
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### Professional Experience:

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Cost Estimator, August 2005 – Present  
Aerotek Professional Services, Madison, TN

- Estimated labor and material costs for assigned projects.
- Analyzed specifications, blueprints and bills of material and sample layouts.
- Calculated production costs using labor and material pricing schedules and historical data.
- Gathered cost data from functional representatives, subcontractors, and vendors.
- Calculated cost estimates of raw materials and subcontracted work and labor.
- Prepared and maintained historical cost data.

Cost Estimator, May 2000 – July 2005  
Infotree Service, Madison, TN

- Coordinated with engineers, manufacturing, vendors and subcontractors to compile a consolidated priced bill of materials.
  - Estimated both labor hours and material costs for manufacturing.
  - Ensured compliance to laws and regulations that relate to company costs.
  - Calculated cost factors to assist with planning, preparing bids and selecting vendors and to reduce costs.
  - Produced cost models for cost estimating elements.
  - Advised management on issues related to cost, contract personnel, proposal coordinators, customer representatives, price auditors, vendors, and subcontractors.
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### Education:

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Bachelor's Degree in Manufacturing Engineering, Saint Joseph's College, Rensselaer, IN

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