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## Drywall Estimator Resume

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### Job Objective

Pursuing the opportunity to enhance my career by obtaining the position of Drywall Estimator with reputable company.

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### Highlights of Qualifications:

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- Huge experience in estimating and project management in the commercial drywall market
  - Exceptional knowledge of commercial drywall, acoustic ceilings, metal stud, and framing
  - Outstanding knowledge of Quick Bid and On Screen Take Off
  - Familiarity with digital takeoff of metal stud framing, insulation, drywall, and acoustical ceilings
  - Proficient with Excel and Word
  - Excellent written and verbal communication skills
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### Professional Experience:

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Drywall Estimator, August 2005 – Present  
MultiPro Wall Systems, LLC, Adrian, MI

- Improved estimating process by implementing and maintaining tools.
- Reviewed complete estimate prior to issuing quotation and after project is completed to assess any discrepancy of actual cost versus estimated cost.
- Monitored and prepared change order. Ensured change orders are processed and documented properly.
- Prepared submittals for projects.
- Trained new Team Members on the procedures and use of the estimating system.
- Assisted with incoming and outgoing calls to generate and maintain the business.

Drywall Estimator, May 2000 – July 2005  
E&K Companies, Adrian, MI

- Monitored market and technical trends and performed billing and estimating.
  - Estimated on selected project to determine final material, labor, and subcontractor costs to be used in the creation of a proposal.
  - Co-authored projects through the incorporation of all pertinent data needed for completion of a project.
  - Reviewed and monitored construction documents and contracts before, during, and at completion of a project.
  - Established qualified subcontractor bids and scope in determining contracts.
  - Coordinated projects by documenting and interacting with other departments and clients for proper progress of jobs.
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### Education:

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Bachelor's Degree in Construction Management, Florida Memorial University, Miami, FL

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