
ESTIMATING ASSISTANT RESUME

Objective:

Seeking the position of Estimating Assistant.

Summary of Skills:

- Proficient with Whittle, MineSched, Vulcan, Gemcom, Datamine and Minesight
 - Ability to analyze supplier quotes for customer quote opportunities
 - Ability to work independently and multi task in a fast paced environment
 - Excellent computer skills with demonstrated proficiency in Microsoft Excel and Word
 - Excellent time management, problem solving and organizational skills
 - Polished interpersonal skills, high energy and flexibility
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Work Experience:

Estimating Assistant
PetersenDean, Inc., Louisville, KY
August 2005 to till date

- Assisted with bid and proposal activities.
- Scheduled and coordinated sales and estimating meetings.
- Planned and executed operating and capital budgets.
- Planned and prioritized resources for bridge and facility maintenance.
- Conducted strategic planning for long term capital projects.

Estimating Assistant
Adecco, Louisville, KY
May 2000 to July 2005

- Responsible for Contact Management (CRM) database entry and maintenance.
 - Supported efforts for the management of all marketing documents.
 - Coordinated preparation and submittal of bid proposals.
 - Supported sales prospect research and follow-up activities.
 - Coordinated activities relative to sales mailing campaigns.
 - Assisted in activities relative to sub trade supplier communication.
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Education:

Associate Degree in Finance
University of Iowa, Iowa City, IA

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