
Flooring Estimator Resume

Job Objective

Looking for work as a Flooring Estimator with well-established company seeking experienced and skilled employee.

Highlights of Qualifications:

- Vast experience of commercial flooring materials and installation processes
 - Deep knowledge of estimating and bidding from take-offs and blue prints
 - Wide knowledge of all types of floors and floor prep conditions
 - Proficient in commercial construction and estimating software
 - Ability to negotiate deals for product and labor
 - Ability to make accurate quality proposals and effectively manage time and prioritize multiple responsibilities
 - Ability to accurately performing take-offs, tracking job progress and invoicing
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Professional Experience:

Flooring Estimator, August 2005 – Present
CMQ Floor Covering, Philadelphia, PA

- Assisted general contractors and property managers.
- Performed field measuring, created take-offs and specified products.
- Prepared estimates and bid packages.
- Streamlined products and completed project management.
- Supervised materials and labor and monitored job schedule.
- Coordinated in handling schedule issues with warehouse and production department personnel.

Flooring Estimator, May 2000 – July 2005
RC Willey Home Furnishings, Inc., Philadelphia, PA

- Estimated and gathered necessary information from external sources in electronic and paper format, to include plans, bidding requirements, specifications, other addenda, price quotes, revisions to jobs in progress, etc.
 - Reviewed specification package and research material requirements, to include trims, accessories, installation methods, etc.
 - Ensured accurate estimating through job walks and field measures.
 - Performed take-offs and prepared related documents using estimating and bidding software.
 - Prepared complete bid packages, to include inputting and imported material quantities and related labor into bidding system.
 - Coordinated with internal and external sources to ensure bid deadlines are met.
 - Ensured adherence to and fulfillment of department and organization mission.
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Education:

High School Diploma, Greenbrier High School, Evans, GA

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