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## HVAC Estimator Resume

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### Job Objective

To be given the opportunity to secure a position as HVAC Estimator where my experience and skills can be employed to their fullest potential.

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### Highlights of Qualifications:

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- Strong commercial HVAC and Mechanical experience
  - Expertise in estimating and construction takeoff
  - Familiarity with Cooling Towers, Exhaust Systems, Heat Pumps, HVAC Equipment and Water Heaters
  - Proficient in Microsoft Office (Word, Excel, and Outlook), Web-enabled applications and database software
  - Good understanding of contract plans and specifications
  - Ability to maintain painstaking attention to detail while completing multiple and repetitive tasks
  - Ability to read, analyze and interpret bid documents and blueprints
  - Ability to accurately tabulate duct and pipe quantities from drawings
  - Ability to determine scope of work and required content of a complete estimate
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### Professional Experience:

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HVAC Estimator, August 2005 – Present  
Integrity Mechanical Inc., Irvine, CA

- Reviewed plans & specifications.
- Performed load calculations, designed duct systems and took off HVAC equipment.
- Calculated labor costs.
- Coordinated with subcontractors & suppliers.
- Prepared proposals & cost break downs.
- Assessed customer needs and coordinated projects.
- Executed business marketing to new commercial accounts and residential customers.

HVAC Estimator, May 2000 – July 2005  
Valley Process Systems Inc, Irvine, CA

- Prepared preliminary cost estimates for projects in planning phase.
  - Reviewed estimates prepared by consultants and reviewed change order costs.
  - Supervised financial aspects of contracts.
  - Monitored market conditions and construction industry trends.
  - Calculated quotes to contractors for pumps, boilers, hydronics and plumbing equipment.
  - Improved estimating systems and selection of software.
  - Monitored material and labor costs in order to address escalation during budgeting of long term projects.
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### Education:

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Bachelor's Degree in Mechanical Engineering, Coppin State University, Baltimore, MD

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