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## Printing Estimator Resume

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### Job Objective

Experienced Printing Estimator in search of reputable company where I can fill this position and enhance my skills while becoming a valued member of team.

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### Highlights of Qualifications:

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- Strong accomplished experience as a estimator in a printing plant
  - Sound knowledge of computer-aided estimating programs
  - Familiarity with print job specifications, schedules, and xpost press processes
  - Proficiency in using Metrix, Microsoft Office, PSI, Logic and printing management tools
  - Ability to determine the cost of all raw materials required to do printing job
  - Ability to calculate discounts, interest, commissions, percentages, area and circumference
  - Ability to estimate screen printing and digital imaging production job costs
  - Superior administrative and math skills
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### Professional Experience:

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Printing Estimator, August 2005 – Present

Page International Communications, Tulsa, OK

- Assessed specifications for printed products and estimated costs required to produce them.
- Assisted with development and maintenance of Budgeted Hourly Rates (BHR's) for all equipment and processes.
- Executed cost reports on all jobs to ensure that production standards are accurate.
- Developed and maintained separate cost matrices and other software-based tools for cost reporting.
- Coordinated in decision making process, concerning production and cost-related issues.
- Analyzed and recommended optimum plan of production for all projects.
- Directed outside suppliers for costing and planning of production processes that cannot be performed by plant personnel and equipment.

Printing Estimator, May 2000 – July 2005

Watkins Lithographic Inc., Tulsa, OK

- Estimated quote request.
  - Ensured courteous, efficient and timely receiving and processing orders of customers.
  - Assisted in promoting products and services of the company.
  - Improved efficiency of the department.
  - Recommended adjustments, changed processes to improve efficiencies and assigned resources.
  - Analyzed and resolved customer's problems with the assistance of team members and other departments.
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### Education:

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High School Diploma, Tempe High School, Tempe, AZ

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