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## Restoration Estimator Resume

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### Job Objective

Restoration Estimator seeking position with well-established firm searching for someone qualified and experienced in field.

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### Highlights of Qualifications:

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- Experienced working with Insurance claims
  - Strong knowledge of the commercial residential remediation industry
  - Sound knowledge of fire, water and mold restoration processes and procedures
  - Proficiency in using estimating software Xactimate and MS office suit
  - Ability to follow instructions accurately and willing to assume responsibility
  - Willingness to perform site meetings with clients, adjusters, and consultants
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### Professional Experience:

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Restoration Estimator, August 2005 – Present  
FireDEX Butler Inc., Baltimore, MD

- Prepared scope of work at the Claim site.
- Estimated restoration and insurance work for renovation, retail and remodeling projects.
- Established Budget Plan for every project.
- Monitored price, financial and billing arrangements and the schedule for the projects.
- Coordinated in arranging payment of the client's deductible amount owed before the job begins.
- Developed and maintained client interaction throughout the project including problem resolution, change orders, additional work opportunities, etc.

Restoration Estimator, May 2000 – July 2005  
HammondKnoll, Baltimore, MD

- Prepared accurate job estimates and negotiated them.
  - Supervised restoration team.
  - Produced jobs on-time and under budget.
  - Performed file documentation and preparation of estimates and billings.
  - Monitored job cost reporting.
  - Ensured quality services and adherence to rules and regulations.
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### Education:

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Bachelor's Degree in Business Administration, Prairie State College, Chicago Heights, IL

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