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## Roofing Estimator Resume

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### Job Objective

To obtain a Roofing Estimator position with reputable company in which to use my past experience to become a valued member of the team.

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### Highlights of Qualifications:

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- Thorough knowledge of all roofing systems flat and sloped
  - Sound knowledge of architecture and mechanical drawing
  - Skilled at preparing cost analysis of material, labor, equipment, subcontractor and overhead costs
  - Ability to read, interpret and accurately take-off constructions drawings
  - Ability to operate computer and standard software applications
  - Ability to ensure timely completion of estimates
  - Ability to input take-offs into computer software
  - Excellent skills in math, writing, public relations
  - Strong communications and negotiation skills
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### Professional Experience:

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Roofing Estimator, August 2005 – Present  
The CAD Group, Inc., Norcross, GA

- Analyzed Builders Exchange and trade publications to locate construction projects for bidding purposes.
- Estimated new and retrofit construction measures for roofing and insulation, in both commercial and residential construction.
- Performed bid preparation and submission.
- Assisted in processing submittals and contracts.
- Executed monthly big logs, and contributed upon request to other sales reports and analysis.
- Ensured adherence to safety rules set forth by company and governmental regulatory agencies and ensured that hazardous conditions are reported and corrected.

Roofing Estimator, May 2000 – July 2005  
Highland Consulting Group, Norcross, GA

- Developed master budgets and cost models.
  - Prepared conceptual estimates of projects.
  - Developed and maintains cost databases.
  - Estimated change orders.
  - Evaluated pre-construction cost estimates.
  - Established and maintained client relationships and promoted business.
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### Education:

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Bachelor's Degree in Construction Management, Plymouth State University, Plymouth, NH

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