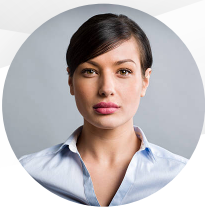


OLIVIA SMITH

Electrical Estimator

✉ support@qwikresume.com ☎ (123) 456 7899 📍 Los Angeles
🌐 www.qwikresume.com



PROFESSIONAL SUMMARY

Dynamic Electrical Estimator with 5 years of experience in delivering precise and competitive electrical estimates for diverse projects. Proficient in analyzing blueprints, specifications, and project documents to ensure accuracy and compliance. Committed to fostering strong client relationships and enhancing project execution through effective communication and collaboration.

WORK EXPERIENCE

Electrical Estimator

Seaside Innovations

📅 Jan / 2021-Ongoing
📍 Santa Monica, CA

- 1. Analyzed project specifications to prepare accurate electrical cost estimates.
- 2. Executed the entire electrical scope of work, ensuring high-quality standards.
- 3. Engaged directly with clients for quotations and large project orders, enhancing customer satisfaction.
- 4. Regularly monitored tender advertisements to align with company capabilities.
- 5. Participated in pre-tender site meetings to clarify technical and commercial aspects.
- 6. Coordinated with clients and agents for tactical and commercial clarifications as needed.
- 7. Collaborated with engineering teams to obtain necessary technical and design information.

Electrical Estimator

Silver Lake Enterprises

📅 Jan / 2020-Jan / 2021
📍 Seattle, WA

- 1. Estimated electrical work for various commercial and industrial projects, ensuring compliance with specifications.
- 2. Analyzed blueprints, specifications, and proposals to prepare accurate estimates.
- 3. Managed and maintained a comprehensive database of material and labor costs for efficient estimation.
- 4. Negotiated pricing with vendors to optimize material selection and costs.
- 5. Consulted with clients and construction teams to resolve issues and refine estimates.
- 6. Evaluated project documentation to prepare detailed estimates for time, cost, materials, and labor.

EDUCATION

Bachelor of Science in Electrical Engineering

State University

📅 Jan / 2019-Jan / 2020
📍 Denver, CO

Focused on electrical systems design, power distribution, and project management.

SKILLS

Electrical Estimation Software



Cost Estimation Techniques



Cost Estimation



Blueprint Reading



ACHIEVEMENTS

- 🌟 Reduced project estimation time by 20% through streamlined processes.
- 🌟 Achieved a 15% cost savings on material procurement through vendor negotiation.
- 🌟 Successfully estimated over \$5 million in electrical projects, consistently meeting deadlines.