

Robert Smith

Estimating Assistant

PERSONAL STATEMENT

Have experience in managing offices, employees and making sure that operations run effectively. Have been in a management position and am looking for a career opportunity to advance knowledge in a long-term position.

WORK EXPERIENCE

Estimating Assistant

ABC Corporation - November 2014 - September 2015

Responsibilities:

- Responsible for reviewing plans, creating the job and the team list so that I could disburse it to potential bidders.
- Developed relationships with all our sub-contractors and created new relationships as well.
- After receiving proposals reviewed, filed, and contacted sub-contractors for clarifications.
- Responsible for creating the AIA contract documents and the contract binders for the client.
- Assembled all necessary documentation and submitted for permit.
- Once completed was responsible for creating the hand-off binders and transitioning responsibility to a project manager.
- Worked as an administrative assistant at a disaster restoration company.

Estimating Assistant

Delta Corporation - 2012 - 2014

Responsibilities:

- Responsible for assisting in the development of comprehensive budgets and complete estimates for commercial interior spaces ranging from \$100K to \$5M.
- Actively participated in collaboration with the Pre-Construction team and Project Managers to develop and maintain relationships with new and .
- Used computerized digitizing software for estimating called Agtek to do takeoffs of civil plans.
- Called general contractors to get plans on new and upcoming jobs within the area.
- Made sure all pipe and concrete subcontractors had copies of plans/quantities they needed to get their prices back into our office in a timely fashion.
- Typed all proposals and change orders did all follow up calls to check the status of our proposals and make sure our numbers looked good.
- Provide support to the estimating department, duties include typing correspondence, proposals, shipping blue prints to subcontractors and purchasing .

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Office Manager,
Estimating, Customer
Service, Administration.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company
Name)
Reference - 2 (Company
Name)

Education

Bachelor's In Human Resource Management - March 2006(Webster University)