



Driven Estimating Coordinator with 2 years of experience in managing bids and proposals in a fast-paced environment. Adept at analyzing project requirements, collaborating with stakeholders, and creating detailed estimates. Committed to building strong client relationships and ensuring timely delivery of accurate proposals. Eager to leverage analytical skills and attention to detail to contribute to a dynamic team.

## Estimating Coordinator

May / 2024-Ongoing

## Maple Leaf Consulting

📌 Toronto, ON

1. Developed comprehensive estimates for household moves, utilizing Excel to analyze costs and logistics.
2. Collected and organized client information through Microsoft Outlook for accurate project planning.
3. Inputted client details into internal databases, ensuring data integrity and accessibility.
4. Researched tariffs and rates across states to provide competitive pricing.
5. Facilitated communication with clients via email and phone to clarify project specifications.
6. Oversaw daily operations, including cash management and inventory ordering.
7. Managed transaction reporting and delegated tasks to maintain operational efficiency.

## Estimating Coordinator

May / 2023-May / 2024

## Summit Peak Industries

📌 Denver, CO

1. Collaborated with Estimators to gather necessary project documents for bid submission.
2. Tracked and solicited bid invitations to ensure comprehensive participation in projects.
3. Coordinated timely material deliveries for successful project installations.
4. Gained thorough understanding of company policies and product specifications.
5. Presented accurate quotations to management for review before customer submission.
6. Produced bid estimates from blueprints for various flooring projects.

## Associate of Science in Business Administration

May / 2022-May / 2023

Florida State College

📌 Toronto, ON

Focused on project management and operational efficiency.

Contract Negotiation	Cost Estimation	Scheduling	Budgeting
8	7	9	8

- Streamlined the estimate creation process, reducing turnaround time by 15%.
- Successfully coordinated over 30 bid proposals, achieving a 90% success rate.
- Implemented a tracking system for bid submissions, enhancing organization and follow-up.