

# EMMA JOHNSON

## Estimator Project Manager

support@qwikresume.com (123) 456 7899 Los Angeles  
www.qwikresume.com



### PROFESSIONAL SUMMARY

Accomplished Estimator Project Manager with over 7 years of expertise in delivering accurate cost assessments and managing project bids. Proven track record in fostering strong relationships with clients and contractors, ensuring projects are executed within budget and on schedule. Committed to optimizing project profitability through strategic planning and effective resource management.

### WORK EXPERIENCE

#### Estimator Project Manager

Seaside Innovations

Mar / 2021-Ongoing  
Santa Monica, CA

- 1. Led the estimation process for multiple projects, ensuring competitive bids and compliance with client specifications.
- 2. Analyzed blueprints and project specifications to derive accurate cost estimates and resource requirements.
- 3. Collaborated with project teams to create detailed take-offs and submit proposals within tight deadlines.
- 4. Negotiated contracts with suppliers and subcontractors to secure favorable terms and pricing.
- 5. Monitored project budgets and expenditures, implementing cost-saving measures as necessary.
- 6. Developed comprehensive project work plans, outlining scope, timelines, and resource allocation.
- 7. Conducted site visits to assess project conditions and adjust estimates based on real-time data.

#### Estimator Project Manager

Summit Peak Industries

Mar / 2018-Mar / 2021  
Denver, CO

- 1. Managed the bidding process from initial lead generation to contract award, ensuring alignment with project goals.
- 2. Reviewed and evaluated project plans and specifications for accuracy and completeness.
- 3. Created job-specific estimates, utilizing industry standards and historical data for precision.
- 4. Prepared and presented project proposals to stakeholders, demonstrating cost-effectiveness and value.
- 5. Fostered relationships with architects, engineers, and clients to facilitate smooth project execution.
- 6. Maintained up-to-date knowledge of industry trends and cost factors to inform bidding strategies.

### EDUCATION

#### Bachelor of Science in Construction Management

University of Florida

Mar / 2015-Mar / 2018  
Phoenix, AZ

Acquired foundational knowledge in construction processes, project management, and cost estimation.

### SKILLS



### ACHIEVEMENTS

- ★ Reduced project costs by 15% through strategic vendor negotiations and effective resource allocation.
- ★ Successfully managed over 20 high-value projects, consistently meeting or exceeding client expectations and deadlines.
- ★ Implemented a new cost estimation software, improving accuracy by 25% and reducing bid preparation time.