



# ALEXANDER SCOTT

Junior Estimator Project Manager

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☎ (123) 456 7899

📍 Los Angeles

🌐 www.qwikresume.com

## 💡 SKILLS

Cost Analysis



Resource Allocation



Change Order Management



Site Inspection



Value Engineering



Construction Methods



## 🎯 INTERESTS

🔧 DIY Projects    ✂️ Crafting

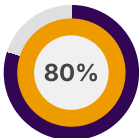
🧘 Meditation    🏛️ History

## 👊 STRENGTHS

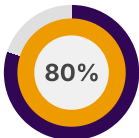
🌿 Humility    💡 Innovation

👁️ Insightfulness    ✅ Integrity

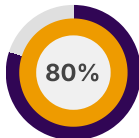
## 🗣️ LANGUAGES



English



Polish



Spanish

## 🏆 ACHIEVEMENTS

★ Successfully reduced project costs by 15% through effective budgeting and resource allocation.

★ Streamlined invoicing processes, improving cash flow by 20% in a fiscal year.

## 👤 PROFESSIONAL SUMMARY

Driven Junior Estimator Project Manager with 5 years in the construction industry, specializing in precise cost estimation and project management. Demonstrated capability in collaborating with diverse teams to ensure project delivery aligns with budgetary constraints and timelines. Eager to leverage analytical skills and enhance project outcomes through effective planning and resource allocation.

## 💼 WORK EXPERIENCE

Junior Estimator Project Manager

📅 Mar / 2021-Ongoing

WidgetWorks Inc.

📍 Denver, CO

1. Managed the issuance of monthly progress draws and invoicing to clients, ensuring timely payments and final holdbacks.
2. Conducted detailed cost analyses to support project bids and budget management.
3. Collaborated with project teams to provide accurate material and labor estimates, ensuring alignment with project specifications.
4. Assisted in the negotiation of subcontractor rates and monitored post-contract activities for compliance.
5. Developed and maintained project documentation, including BOQs and billing reconciliations.
6. Facilitated communication between stakeholders to enhance project workflow and efficiency.
7. Participated in project planning meetings to contribute insights on cost-saving measures and resource management.

Estimator Project Manager

📅 Mar / 2020-Mar / 2021

Summit Peak Industries

📍 Denver, CO

1. Demonstrated strong multi-tasking abilities while maintaining a positive and professional demeanor.
2. Exhibited self-motivation and a proactive approach to team collaboration and project execution.
3. Monitored contract compliance and assisted in risk assessment activities.
4. Utilized knowledge in billing and planning functions to support project accuracy and efficiency.
5. Engaged in continuous learning to stay updated on industry standards and practices.
6. Provided support in conducting site visits to gather project insights and improve estimation accuracy.

## 🎓 EDUCATION

Bachelor of Science in Construction Management

📅 Mar / 2019    Mar / 2020

University of California

📍 Phoenix, AZ

Focused on project management principles, cost estimation, and construction law.