

MIA TAYLOR

Associate Estimator Project Manager

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

PROFESSIONAL SUMMARY

Detail-oriented Associate Estimator Project Manager with 5 years of experience in precise cost estimation and project oversight. Adept at analyzing proposals and specifications to deliver accurate assessments, while collaborating effectively with stakeholders to ensure project success. Passionate about driving efficiency and profitability through meticulous planning and execution.

WORK EXPERIENCE

Associate Estimator Project Manager

Seaside Innovations

📅 Mar / 2022-Ongoing

📍 Santa Monica, CA

1. Conducted thorough reviews of project specifications, blueprints, and proposals to prepare accurate cost estimates.
2. Developed and maintained strong relationships with contractors and vendors to facilitate project success.
3. Collaborated on business proposals and presentations to enhance project win rates.
4. Ensured comprehensive coverage of pre-project estimation through detailed checklists.
5. Negotiated project costs and provided feedback to stakeholders to optimize profitability.
6. Analyzed rates and costs to ensure project feasibility and adherence to budget constraints.
7. Assisted in the preparation of project deficiency lists and coordinated resolutions.

Estimator Project Manager

Lakeside Apparel Co

📅 Mar / 2020-Mar / 2022

📍 Chicago, IL

1. Proficient in highway design standards and relevant specifications.
2. Experienced with design software including AutoCAD, Civil 3D, and project management tools.
3. Possess a strong understanding of municipal project requirements and standards.
4. Demonstrated excellent communication and interpersonal skills for effective team collaboration.
5. Skilled in project scheduling and risk assessment methodologies.
6. Familiar with comprehensive cost estimation processes and techniques.

EDUCATION

Bachelor of Science in Civil Engineering

University of California

📅 Mar / 2018-Mar / 2020

📍 Seattle, WA

Focused on construction management and cost estimation methodologies.

SKILLS

Blueprint Reading

Time Management

Communication Skills

Team Leadership

ACHIEVEMENTS

- ★ Achieved a 15% reduction in project costs through effective resource management and negotiation.
- ★ Streamlined the estimation process, reducing turnaround time by 25% while maintaining accuracy.
- ★ Successfully managed a portfolio of projects worth over \$5 million, ensuring timely delivery within budget.