



# ISABELLA CLARK

## Sales Estimator Coordinator

✉ support@qwikresume.com

☎ (123) 456 7899

📍 Los Angeles

🌐 www.qwikresume.com

## SKILLS

Material Estimation



Technical Drawing Analysis



Customer Relationship Mgmt



Negotiation Skills



Sales Presentations



Market Analysis



## INTERESTS

📖 Birdwatching 🏠 Traveling

🏆 Sports Coaching 🏆 Knitting

## STRENGTHS

🔗 Pragmatism 🍃 Sensitivity

💖 Sincerity 📌 Stability

## LANGUAGES



English



Russian



Spanish

## ACHIEVEMENTS

★ Streamlined bid preparation process, reducing turnaround time by 30%.

★ Implemented a client follow-up system that improved satisfaction ratings by 25%.

## PROFESSIONAL SUMMARY

Results-oriented Sales Estimator Coordinator with 5 years of experience in delivering precise cost evaluations and enhancing project outcomes. Expert in analyzing specifications and leveraging data insights to support strategic sales decisions. Dedicated to building strong client relationships and driving success in a collaborative, fast-paced environment.

## WORK EXPERIENCE

### Sales Estimator Coordinator

📅 Mar / 2021-Ongoing

Seaside Innovations

📍 Santa Monica, CA

1. Collaborated with general contractors to prepare comprehensive bid packages, ensuring accuracy and competitiveness.
2. Analyzed and interpreted building plans, identifying potential issues and solutions to enhance project delivery.
3. Qualified bids by evaluating competing contractors and subcontractors for optimal selection.
4. Utilized estimation software to streamline quantity takeoffs and pricing, leveraging historical data for accuracy.
5. Assessed bid performance to continuously improve service quality and client satisfaction.
6. Maintained proactive communication with clients throughout project phases to ensure alignment with expectations.
7. Employed on-screen takeoff and quick bid software for efficient pricing and project management.

### Sales Estimator

📅 Mar / 2020-Mar / 2021

Summit Peak Industries

📍 Denver, CO

1. Facilitated decision-making processes, guiding clients toward favorable agreements.
2. Coordinated with clients, office staff, and field personnel to ensure seamless contract execution and adjustments.
3. Managed payment processes, including initial and progress payments, ensuring timely billing.
4. Collaborated with accounting and estimating teams to maintain financial consistency and accuracy.
5. Followed up with clients post-project to ensure satisfaction and nurture ongoing relationships.
6. Implemented strategies to exceed sales targets while adhering to company profit goals.

## EDUCATION

### Bachelor of Science in Construction Management

📅 Mar / 2019 - Mar / 2020

University of Florida

📍 Portland, OR

Focused on cost estimation, project management, and client relations.