

Resumagic.com Sample Resume: Construction Estimator / Manager

John Smith

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Job Objective

To work for a well-established construction firm as a **CONSTRUCTION MANAGER**

Strengths

- Estimating costs in relation to manpower, equipment and materials; preparing bid packages and proposals
- Bid clarification and interpretation; writing / developing scope of work and construction-related specifications
- Supervising commercial and residential construction projects – estimating /computerized estimating/project management/equipment management through completion
- Assessing needs and hiring, training, and scheduling men, contractors, and equipment to ensure maximum efficiency; keeping current with changing codes, building procedures and products
- Monitoring work progress and OSHA rules to ensure safe quality work
- Ensuring compliance with blueprints and specifications
- Developing and maintaining good customer relations

Professional Experience

Owner and Operator

03/97 to 11/03

NAME OF COMPANY, City, ST

Founded this company to acquire hands-on experience while completing degree in construction management. Completed over \$1.5 million in reconstruction sales and services on residential projects. Sub-contracted construction management services out to sub-contractors -- performed sales, estimating, project management and collections duties, and trained and supervised subcontractors.

- Gained hands-on experience in all phases of construction from start to completion -- framing, remodeling, concrete, drywall, interior and exterior trim, siding, roofing, block laying.
- Successfully managed multiple projects concurrently, completed all projects on time and within budget
- Trained and supervised 23 crews of roofers, siders, window, gutter, and sheet metal installers, and interior/exterior painters comprised of 117 workers
- Gained considerable knowledge of building practices and codes
- Sold roofing, siding, windows, gutters, painting, garage doors, custom copper work and general carpentry
- Became proficient user of MS Excel by creating own estimation spreadsheets for roofing, siding, window, gutter, painting and general carpentry trades; performed multiple take-offs
- Helped homeowners receive insurance proceeds for property damage

Commercial Diver / Tender Technician

07/93 to 11/93

NAME OF COMPANY, City, ST

- Inspected, maintained and repaired underwater petroleum and chemical pipelines and superstructures valued between \$50 and \$500 million for energy companies -- worked 60 to 100+ hours weekly
- Operated equipment to locate underwater, buried pipelines and to provide tender diver communications and life support
- Provided cost effective solutions to clients, saving millions in reconstruction costs
- Earned Professional Commercial Diver Certification (Name of Organization)
- Obtained diving certifications in (1) rigging; (2) helmet repair; (3) magnetic liquid penetrate; and (4) ultrasonic level one testing
- Completed coursework in rigging; underwater cutting and welding; deep sea diving; offshore oil industry procedures and terminology; underwater photography, TV, video and ROV; HAZMAT, hyperbaric chamber operation, safety procedures, diving first aid, and CPR

John Smith

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Education

B.S., **Interior Design & Construction Management**, Name of University, City, ST (2003)

(Minor: Business Administration)

Computer Skills

- Timberline Estimating
- Suretrack Project Mgt.
- SPSS Statistical
- Borland Turbo C++
- Adobe Photoshop 6.0
- Microsoft Office 2000
- Microsoft Word
- Microsoft Excel
- Microsoft Outlook
- Microsoft Access
- Mobile Computing

Licenses & Affiliations

General Residential Builder (Name of State) 2001-2003

Member, National Roofing Contractors' Association

Member, Boy Scouts of America (Eagle Scout)